olivetti

d-Copia 3001MF

OPERATION GUIDE

GB

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The mark affixed to the product certifies that the product satisfies the basic quality requirements. CE

The manufacturer reserves the right to carry out modifications to the product described in this manual at any time and without any notice.

ENERGY STAR is a U.S. registered mark.

The ENERGY STAR program is an energy reduction plan introduced by theUnited States Environmental Protection Agency in response to environmental issues and for the purpose of advancing the development and utilization of more energy efficient office equipment.

Your attention is drawn to the following actions which could compromise the conformity attested to above, as well as the characteristics of the product:

- incorrect electrical power supply;
- incorrect installation, incorrect or improper use or use not in compliance with the warnings provided in the User's Manual supplied with the product;
- replacement of original components or accessories with others of a type not approved by the manufacturer, or performed by unauthorised personnel.

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Introduction

Thank you for your purchase of d-Copia 3001MF.

This Operation Guide is intended to help you operate the machine correctly, perform routine maintenance and take a simple troubleshooting action as necessary, so that you can always use the machine in good condition.

Please read this Operation Guide before you start using the machine, and keep it close to the machine for easy reference.

We recommend the use of our own brand supplies. We will not be liable for any damage caused by the use of third party supplies in this machine.

In this Operation Guide, **d-Copia 3001MF** is referred to as 30 ppm model.

Included Guides

The following guides are supplied with the machine. Refer to them as necessary.

Operation Guide (This Guide)

Describes how to load paper, basic copy, print and scan operations, and troubleshooting.

Safety Conventions in This Guide

The sections of this guide and parts of the machine marked with symbols are safety warnings meant to protect the user, other individuals and surrounding objects, and ensure correct and safe usage of the machine. The symbols and their meanings are indicated below.

WARNING: Indicates that serious injury or even death may result from insufficient attention to or incorrect compliance with the related points.

CAUTION: Indicates that personal injury or mechanical damage may result from insufficient attention to or incorrect compliance with the related points.

Symbols

The △ symbol indicates that the related section includes safety warnings. Specific points of attention are indicated inside the symbol.

.... [General warning]

.... [Warning of danger of electrical shock]

.... [Warning of high temperature]

The ⃠ symbol indicates that the related section includes information on prohibited actions. Specifics of the prohibited action are indicated inside the symbol.

.... [Warning of prohibited action]

.... [Disassembly prohibited]

The ● symbol indicates that the related section includes information on actions which must be performed. Specifics of the required action are indicated inside the symbol.

.... [Alert of required action]

.... [Remove the power plug from the outlet]

.... [Always connect the machine to an outlet with a ground connection]

Please contact your service representative to order a replacement if the safety warnings in this Operation Guide are illegible or if the guide itself is missing (fee required).

NOTE: An original which resembles a bank note closely may not be copied properly in some rare cases because this machine is equipped with a counterfeiting prevention function.

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Quick Guide

Be sure to read ***Precautions for Use*** before using this machine.

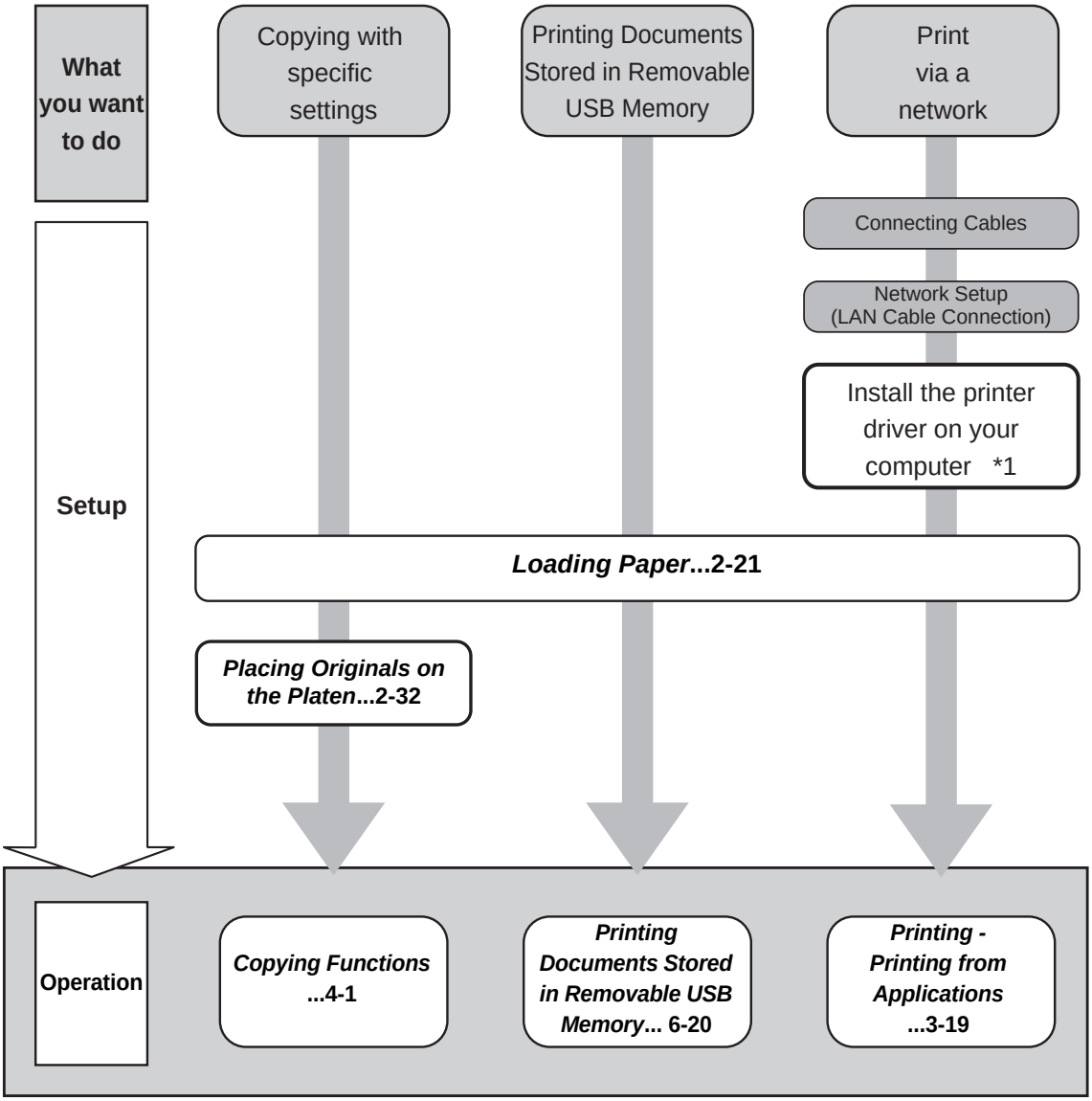
Administrator tasks

To make copies

Simply press the **Start** key to make copies. You can also fine-tune the copy settings by changing the paper size, adjusting the density, etc.

To print

You can print via a network or print a PDF file directly from USB memory.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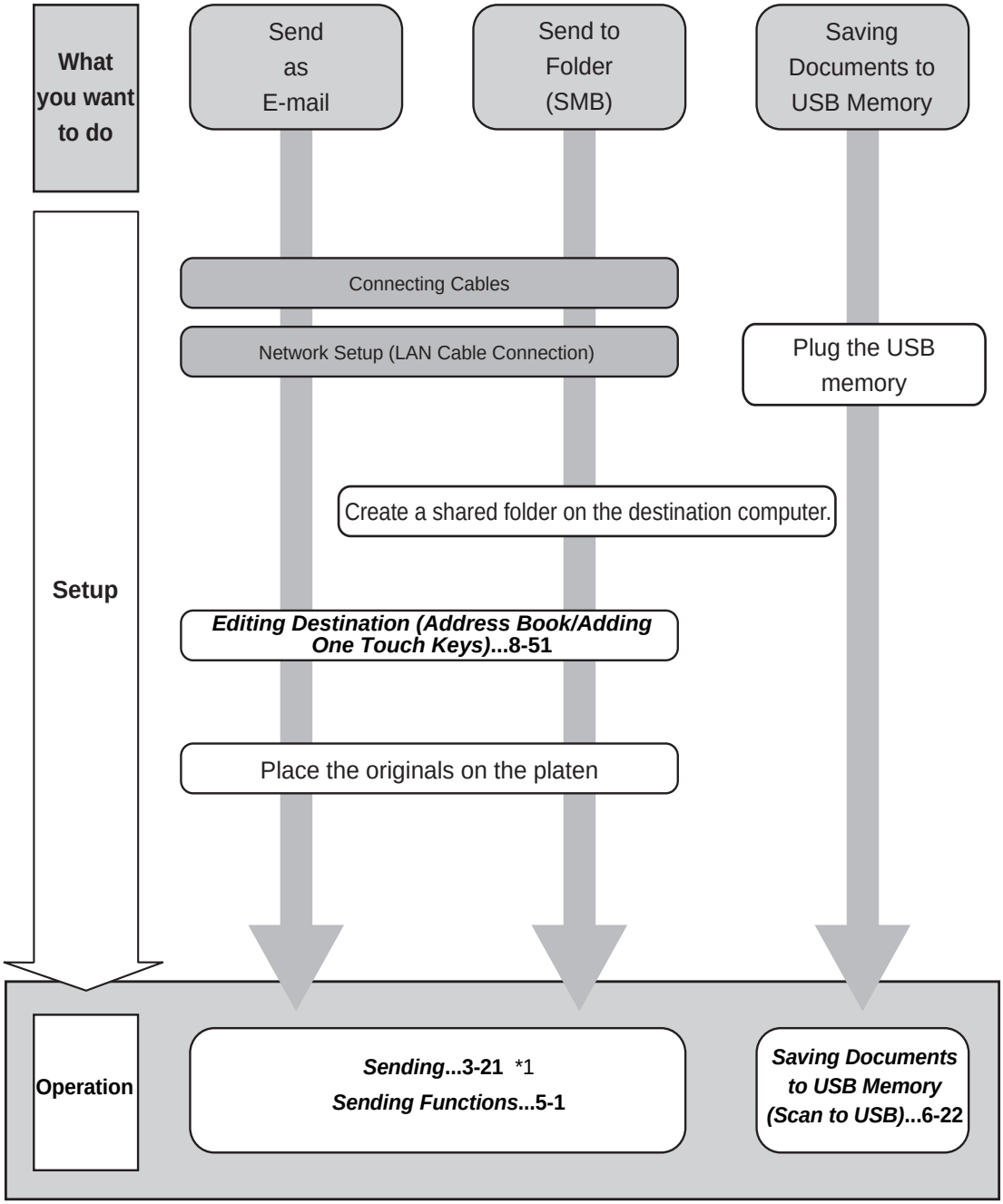
*1: For more information, refer to the *Printer Driver User Guide*.

To send documents

You can send scanned images via a network. Or, you can also store scanned images in USB memory.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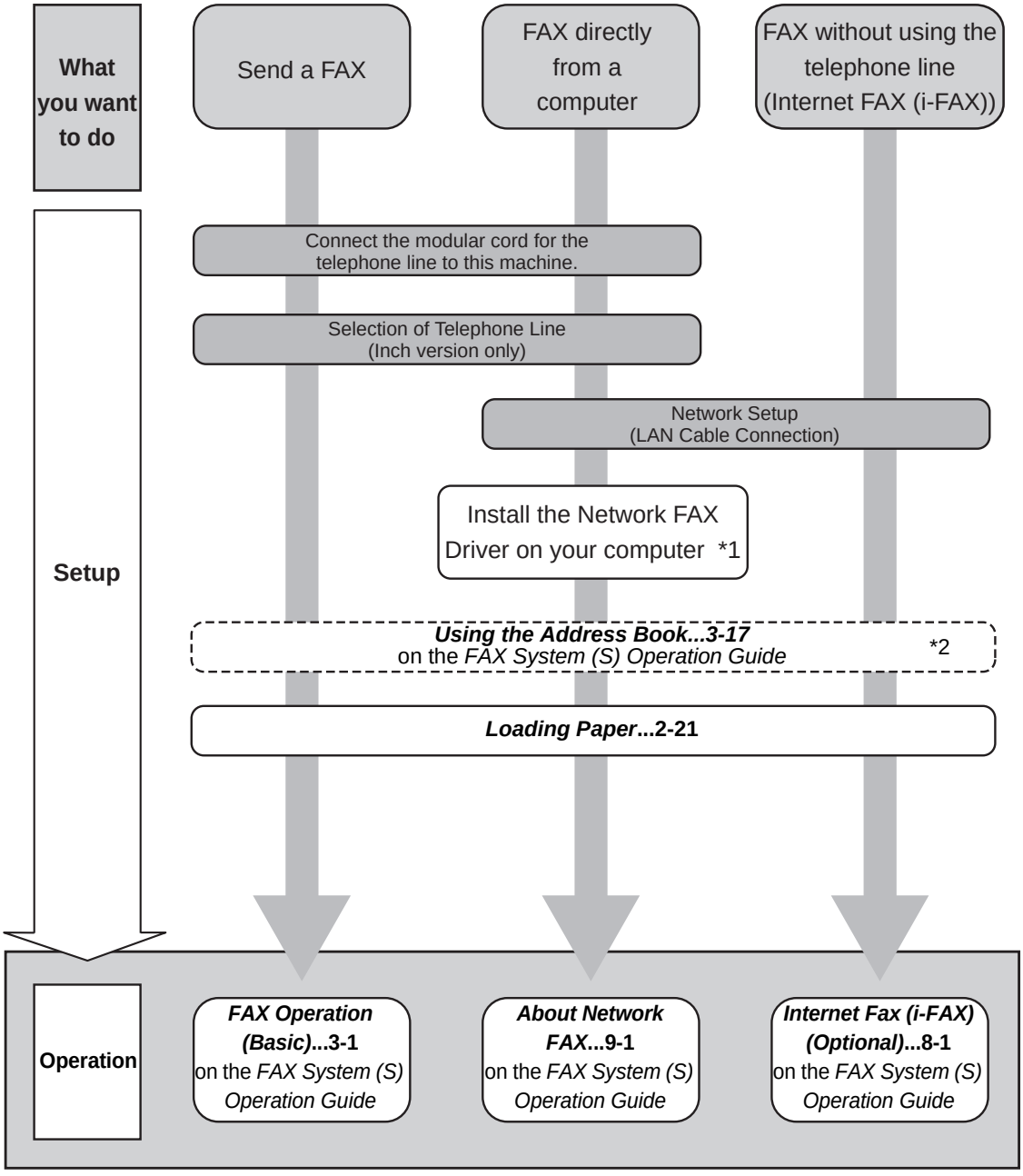
*1: If the destination is not stored in the address book, you can send by entering the address directly.

To send a FAX

As well as sending a FAX via the telephone lines, you can also send a FAX via a network.

NOTE: For more information on setting up and sending a FAX, refer to the *FAX System (S) Operation Guide.*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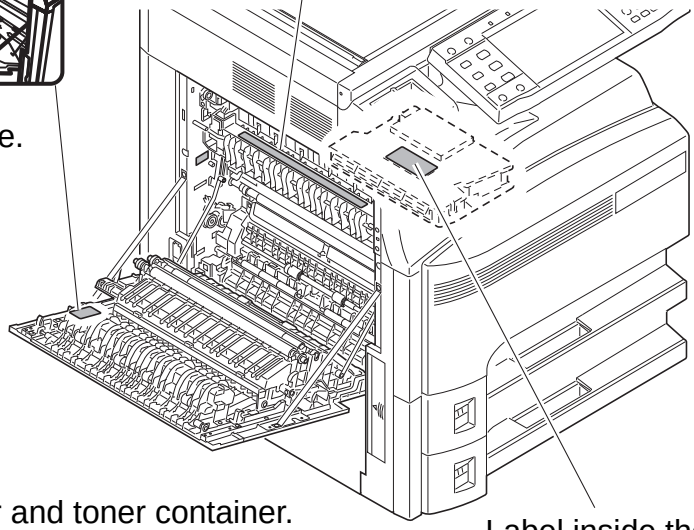
*1:For more information, refer to the *Network FAX Driver Operation Guide*.
*2: If the destination is not stored in the address book, you can send the FAX by entering the address directly.

Caution / Warning Labels

Caution / Warning labels have been attached to the machine at the following locations for safety purposes. Be sufficiently careful to avoid fire or electric shock when removing a paper jam or when replacing toner.

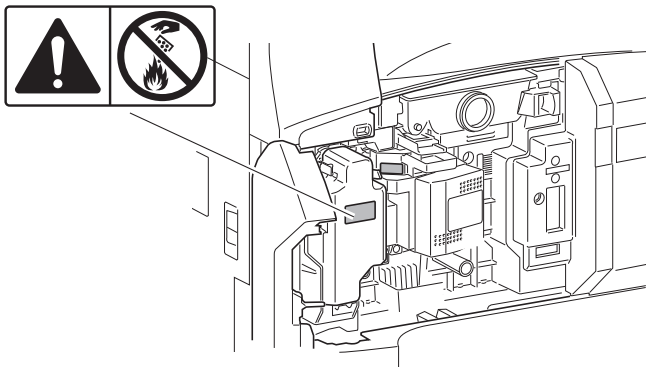
High temperature inside. Do not touch parts in this area, because there is a danger of getting burned.

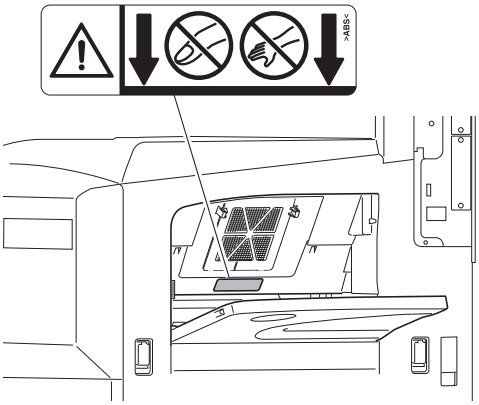
High temperature inside. Do not touch parts in this area, because there is a danger of getting burned.

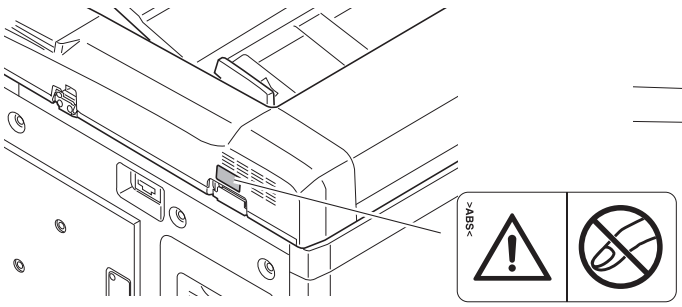


Label inside the machine (Laser radiation warning)

Do not incinerate toner and toner container. Dangerous sparks may cause burn.







Moving parts inside. May cause personal injury. Do not touch moving parts.

NOTE: Do not remove these labels.

Installation Precautions

Environment

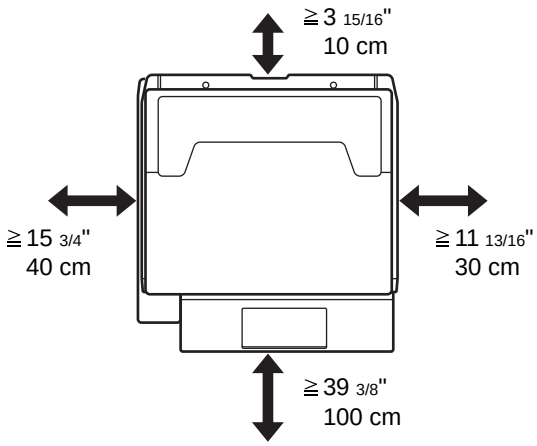
CAUTION

Avoid placing the machine on or in locations which are unstable or not level. Such locations may cause the machine fall down or fall over. This type of situation presents a danger of personal injury or damage to the machine.

Avoid locations with humidity or dust and dirt. If dust or dirt become attached to the power plug, clean the plug to avoid the danger of fire or electrical shock.

Avoid locations near radiators, heaters or other heat sources, or locations near flammable items to avoid the danger of fire.

To keep the machine cool and facilitate changing of parts and maintenance, allow access space as shown below. Leave adequate space, especially around the rear cover, to allow air to be properly ventilated out of the machine.



Other precautions

The service environmental conditions are as follows:

- Temperature: 50 to 90.5 °F (10 to 32.5 °C)
- Humidity: 15 to 80%

However, adverse environmental conditions may affect the image quality.Avoid the following locations when selecting a site for the machine.

- Avoid locations near a window or with exposure to direct sunlight.
- Avoid locations with vibrations.
- Avoid locations with drastic temperature fluctuations.

- Avoid locations with direct exposure to hot or cold air.
- Avoid poorly ventilated locations.

If the floor is delicate against casters, when this machine is moved after installation, the floor material may be damaged.

During copying, some ozone is released, but the amount does not cause any ill effect to one's health. If, however, the machine is used over a long period of time in a poorly ventilated room or when making an extremely large number of copies, the smell may become unpleasant. To maintain the appropriate environment for copy work, it is suggested that the room be properly ventilated.

Power supply/Grounding the machine

WARNING

Do not use a power supply with a voltage other than that specified. Avoid multiple connections in the same outlet. These types of situations present a danger of fire or electrical shock.

Plug the power cord securely into the mains power outlet and the power socket on the machine. A buildup of dust around the prongs on the plug or contact between the prongs and metallic objects may cause a fire or electric shock. Incomplete electrical contact could cause overheating and ignition.

Always connect the machine to an outlet with a ground connection to avoid the danger of fire or electrical shock in case of an electric short. If an earth connection is not possible, contact your service representative.

Other precautions

Connect the power plug to the closest outlet possible to the machine.

Handling of plastic bags

WARNING

Keep the plastic bags that are used with the machine away from children. The plastic may cling to their nose and mouth causing suffocation.

Precautions for Use

Cautions when using the machine

⚠ WARNING

Do not place metallic objects or containers with water (flower vases, flower pots, cups, etc.) on or near the machine. This type of situation presents a danger of fire or electrical shock should they fall inside.

Do not remove any of the covers from the machine as there is a danger of electrical shock from high voltage parts inside the machine.

Do not damage, break or attempt to repair the power cord. Do not place heavy objects on the cord, pull it unnecessarily or cause any other type of damage. These types of situations present a danger of fire or electrical shock.

Never attempt to repair or disassemble the machine or its parts as there is a danger of personal injury, fire, electrical shock or exposure to the laser. If the laser beam escapes, there is a danger of it causing blindness.

If the machine becomes excessively hot, smoke appears from the machine, there is an odd smell, or any other abnormal situation occurs, there is a danger of fire or electrical shock. Turn the main power switch off immediately, be absolutely certain to remove the power plug from the outlet and then contact your service representative.

If anything harmful (paper clips, water, other fluids, etc.) falls into the machine, turn the main power switch off immediately. Next, remove the power plug from the outlet to avoid the danger of fire or electrical shock. Then contact your service representative.

Do not remove or connect the power plug with wet hands, as there is a danger of electrical shock.

Always contact your service representative for maintenance or repair of internal parts.

CAUTION

Do not pull the power cord when removing it from the outlet. If the power cord is pulled, the wires may become broken and there is a danger of fire or electrical shock. (Always grasp the power plug when removing the power cord from the outlet.)

Always remove the power plug from the outlet when moving the machine. If the power cord is damaged, there is a danger of fire or electrical shock.

Always hold the designated parts only when lifting or moving the machine.

If this machine will be left unused for an extended period (e.g. overnight), turn it off at the main power switch. If the machine will not be used for an even longer period of time (e.g. vacation), remove the power plug from the outlet as a safety precaution. If the optional Fax kit is installed, note that turning the machine off at the main power switch disables fax transmission and reception.

For safety purposes, always remove the power plug from the outlet when performing cleaning operations.

If dust accumulates within the machine, there is a danger of fire or other trouble. It is therefore recommended that you consult with your service representative in regard to cleaning of internal parts. This is particularly effective if accomplished prior to seasons of high humidity. Consult with your service representative in regard to the cost of cleaning the internal parts of the machine.

Other precautions

Do not place heavy objects on the machine or cause other damage to the machine.

Do not open the front cover, turn off the main power switch, or pull out the power plug during copying.

When lifting or moving the machine, contact your service representative.

When moving the machine, please turn the four adjusters of the paper feeding unit until they reach the floor in order to stabilize the machine.

Do not touch electrical parts, such as connectors or printed circuit boards. They could be damaged by static electricity.

Do not attempt to perform any operations not explained in this guide.

Caution: Use of controls or adjustments or performance of procedures other than those specified herein may result in hazardous radiation exposure.

Do not look directly at the light from the scanning lamp as it may cause your eyes to feel tired or painful.

This machine comes equipped with an HDD (hard disk drive). Do not attempt to move the machine while the power is still on. Since any resulting shock or vibration may cause damage to the hard disk, be sure to turn off the power before attempting to move the machine.

In the event there is a problem with the machine's HDD (hard disk drive), stored data may be erased. It is recommended that important data be backed up on a PC or other media. Be also sure to store originals of important documents separately.

Cautions when handling consumables

CAUTION

Do not attempt to incinerate the toner container or the waste toner box. Dangerous sparks may cause burns.

Keep the toner container and the waste toner box out of the reach of children.

If toner happens to spill from the toner container or the waste toner box, avoid inhalation and ingestion, as well as contact with your eyes and skin.

- If you do happen to inhale toner, move to a place with fresh air and gargle thoroughly with a large amount of water. If coughing develops, contact a physician.
- If you do happen to ingest toner, rinse your mouth with water and drink 1 or 2 cups of water to dilute the contents of your stomach. If necessary, contact a physician.
- If you do happen to get toner in your eyes, flush them thoroughly with water. If there is any remaining tenderness, contact a physician.
- If toner does happen to get on your skin, wash with soap and water.

Do not attempt to force open or destroy the toner container or the waste toner box.

If the optional Fax kit is installed and the main power switch is off, transmitting/receiving Fax is disabled. Do not turn off the main power switch, but press the **Power** key on the operation panel to enter Sleep.

Other precautions

Return the exhausted toner container and waste toner box to your dealer or service representative. The collected toner container and waste toner box will be recycled or disposed in accordance with the relevant regulations.

Store the machine while avoiding exposure to direct sunlight.

Store the machine in a place where the temperature stays below 40ºC while avoiding sharp changes of temperature and humidity.

If the machine will not be used for an extended period of time, remove the paper from the cassette and the Multi Purpose (MP) Tray, return it to its original package and reseal it.

Laser Safety (Europe)

Laser radiation could be hazardous to the human body. For this reason, laser radiation emitted inside this machine is hermetically sealed within the protective housing and external cover. In the normal operation of the product by user, no radiation can leak from the machine.

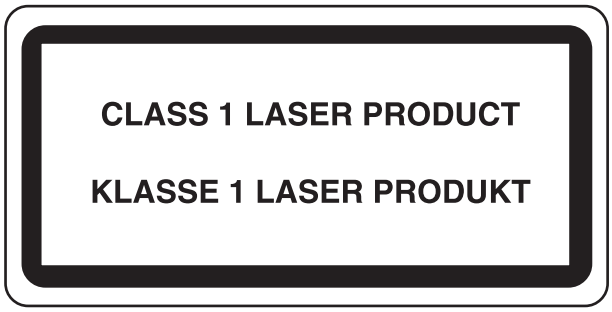
This machine is classified as Class 1 laser product under IEC 60825.

Caution: Performance of procedures other than those specified in this manual may result in hazardous radiation exposure.

These labels are attached to the laser scanner unit inside the machine and are not in a user access area.

DANGER • CLASS 3B LASER RADIATION WHEN OPEN. AVOID DIRECT EXPOSURE TO BEAM.
ATTENTION • CLASE 3B RAYONNEMENT LASER EN CAS D'OUVERTURE. EXPOSITION DANGEREUSE AU FAISCEAU.
VORSICHT • KLASSE 3B LASERSTRAHLUNG, WENN ABDECKUNG GEÖFFNE NICHT DEM STRAHL AUSSETZEN.
ATTENZIONE • CLASSE 3B RADIAZIONE LASER IN CASO DI APERTURA. EVITARE L'ESPOSIZIONE AL FASCIO.
PRECAUCION • CLASSE 3B RADIACIONE LASER CUANDO SE ABRE. EVITAR EXPONERSE AL RAYO.
VARO! • AVATTAESSA OLET ALTTIINA LUOKAN 3B LASERSÅTEILYLLE. ÄLÄ KATSO SÅTEESEEN.
警告 • 该产品为3B类激光产品，打开盖子后会有激光辐射，请避免光束照射。
警告 • 該產品爲3B類激光產品，打開蓋子後會有激光輻射，請避免光束照射。
위험 • CLASS 3B 가시 레이저광선을 직접 보지마십시오.
警告 • ここを開くとクラス3Bレーザー光がでます。ビームを直接見たり、触れないでください。

The label shown below is attached on the right side of the machine.



Safety Instructions Regarding the Disconnection of Power (Europe)

Caution: The power plug is the main isolation device! Other switches on the equipment are only functional switches and are not suitable for isolating the equipment from the power source.

VORSICHT: Der Netzstecker ist die Hauptisoliervorrichtung! Die anderen Schalter auf dem Gerät sind nur Funktionsschalter und können nicht verwendet werden, um den Stromfluß im Gerät zu unterbrechen.

CE

DECLARATION OF CONFORMITY
TO
2004/108/EC, 2006/95/EEC, 93/68/EEC, 1999/5/EC, and 2005/32/EC

We declare under our sole responsibility that the product to which this declaration relates is in conformity with the following specifications.

EN55024

EN55022 Class B

EN61000-3-2

EN61000-3-3

EN60950-1

EN60825-1

EN300 330-1

EN300 330-2

EN62301

Radio Frequency Transmitter (Europe)

This machine contains the transmitter module. We, the manufacturer hereby declare that this equipment is in compliance with the essential requirements and other relevant provisions of Directive 1999/5/EC.

Radio Tag Technology (Europe)

In some countries the radio tag technology used in this equipment to identify the toner container may be subject to authorization and the use of this equipment may consequently be restricted.

NOTE: Product marked with the Crossed-out Wheeled Bin Symbol includes the battery that complies with the European Parliament and Council Directive 2006/66/EC (the "Battery Directive") in European Union.

Do not remove and dispose of the batteries included in this machine.

Legal Restriction on Copying/Scanning

- It may be prohibited to copy/scan copyrighted material without permission of the copyright owner.
- Copying/Scanning the following items is prohibited and may be penalized by low.
  It may not be limited to these items. Do not knowingly copy/scan the items that are not to be copied/ scanned.

  Paper money
  Bank note
  Securities
  Stamp
  Passport
  Certificate
- Local laws and regulations may prohibit or restrict copying/scanning of other items not mentioned above.

Legal and Safety Information

Please read this information before using your machine. This chapter provides information on the following topics.

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- Automatic 2-Sided Copy Function xxv
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- Ethernet is a registered trademark of Xerox Corporation.
- Novell and NetWare are registered trademarks of Novell, Inc.
- IBM and IBM PC/AT are trademarks of International Business Machines Corporation.
- Power PC is a trademark of IBM in the U.S.A. and/or other countries.
- AppleTalk is a registered trademark of Apple Computer, Inc.
- This machine has been developed using embedded real-time operating system Tornado™ by Wind River Systems, Inc.
- TrueType is a registered trademark of Apple Computer, Inc.
- TypeBankG-B, TypeBankM-M and Typebank-OCR are trademarks of TypeBank®.
- All European language fonts installed in this machine are used under licensing agreement with Monotype Imaging Inc.
- Helvetica, Palatino and Times are registered trademarks of Linotype-Hell AG.
- ITC Avant Garde Gothic, ITC Bookman, ITC ZapfChancery and ITC ZapfDingbats are registered trademarks of International Type-face Corporation.
- UFST™ MicroType® fonts by Monotype Imaging Inc. are installed in this machine.
- This machine contains the NF module developed by ACCESS Co., Ltd.
- This machine contains the software having modules developed by Independent JPEG Group.
- This product contains NetFront Browser of ACCESS CO., LTD.
- ACCESS, ACCESS logo and NetFront are trademarks or registered trademarks of ACCESS CO., LTD.in the United States, Japan and other countries.
- © 2009 ACCESS CO., LTD. All rights reserved.
- This software is based in part on the work of the Independent JPEG Group.

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Energy Saving Control Function

The device comes equipped with a **Low Power Mode** where energy consumption is reduced after a certain amount of time elapses since the device was last used, as well as a **Sleep** where printer and fax functions remain in a waiting state but power consumption is still reduced to a minimum when there is no activity with the device within a set amount of time.

Low Power Mode

The device automatically enters Low Power Mode when 1 minute have passed since the device was last used. The amount of time of no activity that must pass before Low Power Mode is activated may be lengthened. For more information refer to *Low Power Mode and Auto Low Power Mode on page 2-9*.

Sleep

The device automatically enters Sleep when 15 minutes have passed since the device was last used. The amount of time of no activity that must pass before Sleep is activated may be lengthened. For more information see *Sleep and Auto Sleep on page 2-10*.

Automatic 2-Sided Copy Function

This device includes 2-sided copying as a standard function. For example, by copying two 1-sided originals onto a single sheet of paper as a 2-sided copy, it is possible to lower the amount of paper used. For more information see *Duplex Copying on page 3-11*.

Paper Recycling

This device supports the recycled paper which reduces the load on the environment. Your sales or service representative can provide information about recommended paper types.

Energy Star (ENERGY STAR®) Program

We have determined as a participating company in the International Energy Star Program that this product is compliant with the standards laid out in the International Energy Star Program.

About this Operation Guide

This Operation Guide contains the following chapters.

Chapter 1 - Part Names

Identifies machine parts and operation panel keys.

Chapter 2 - Preparation before Use

Explains adding paper, placing originals, connecting the machine, and necessary configurations before first use.

Chapter 3 - Basic Operation

Describes the procedures for basic copying, printing and scanning.

Chapter 4 - Copying Functions

Describes the functions you can use when copying.

Chapter 5 - Sending Functions

Describes the functions you can use when sending originals.

Chapter 6 - Document Box

Provides a basic guide to using document boxes.

Chapter 7 - Status / Job Cancel

Explains how to check the job status and job history and how to cancel jobs being printed or waiting to print.
Also explains how to check the remaining paper and device status and how to cancel fax transmission

Chapter 8 - Default Setting (System Menu)

Describes the System Menu options for general machine operation.

Chapter 9 - Maintenance

Describes cleaning and toner replacement.

Chapter 10 - Troubleshooting

Explains how to handle error messages, paper jams and other problems.

Chapter 11 - Management

Explains user login administration and job accounting.

Appendix

Explains how to enter characters, and lists the machine specifications.
Introduces the convenient optional equipment available for this machine.
Provides information on media types and paper sizes. Also includes a glossary of terms.

Conventions in This Guide

The following conventions are used depending on the nature of the description.

Convention	Description	Example
Bold	Indicates the operation panel keys or a computer screen.	Press the **Start** key.
[Regular]	Indicates the touch panel keys.	Press [OK].
Italic	Indicates a message displayed on the touch panel.	*Ready to copy* is displayed.
	Used to emphasize a key word, phrase or references to additional information.	For more information refer to *Sleep and Auto Sleep on page 2-9.*
Note	Indicates supplemental information or operations for reference.	**NOTE:**
Important	Indicates items that are required or prohibited so as to avoid problems.	**IMPORTANT:**
Caution	Indicates what must be observed to prevent injury or machine breakdown and how to deal with it.	**CAUTION:**

Description of Operation Procedure

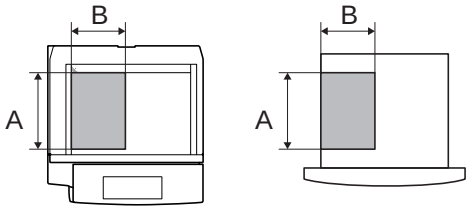
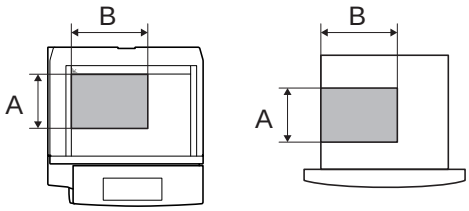
In this Operation Guide, continuous operation of the keys on the touch panel is as follows:

Actual procedure	Description in this Operation Guide
Press [Copy]. ▼ Press [Next] of *Quick Setup*. ▼ Press [⌵] twice. ▼ Press [Change] of *Original Image*.	Press [Copy], [Next] of *Quick Setup*, [⌵] twice, and then [Change] of *Original Image*.

Originals and Paper Sizes

This section explains the notation used in this guide when referring to sizes of originals or paper sizes.

As with A4, B5 and Letter, which may be used either in the horizontal or vertical direction, horizontal direction is indicated by an additional letter R in order to indicate the orientation of the original/paper.

Placement direction	Indicated size *
Vertical direction  Original Paper For the originals/paper, dimension A is longer than B.	A4, B5, A5, B6, A6, 16K, Letter, Statement
Horizontal direction  Original Paper For the originals/paper, dimension A is shorter than B.	A4-R, B5-R, A5-R, B6-R, A6-R, 16K-R, Letter-R, Statement-R

* The size of the original/paper that can be used depends on the function and source tray. For further details, refer to the page detailing that function or source tray.

Icons on the Touch Panel

The following icons are used to indicate originals and paper placement directions on the touch panel.

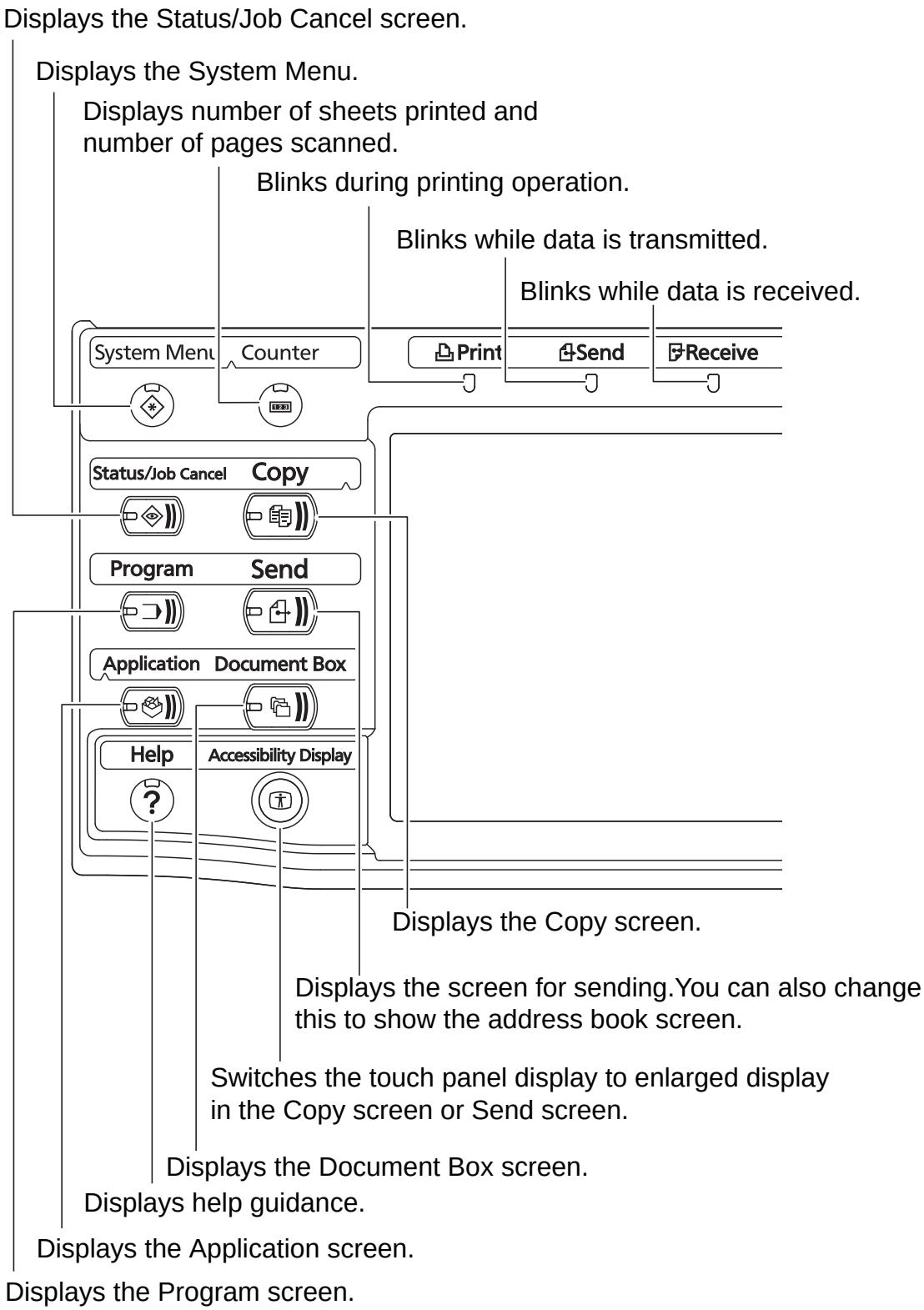
Placement direction	Originals	Paper
Vertical direction		
Horizontal direction		

1 Part Names

This chapter identifies the machine parts and operation panel keys.

- Operation Panel.....1-2
- Machine 1-4

Operation Panel



Blinks while the machine is accessing the hard disk,fax memory or USB memory (general-purpose item).

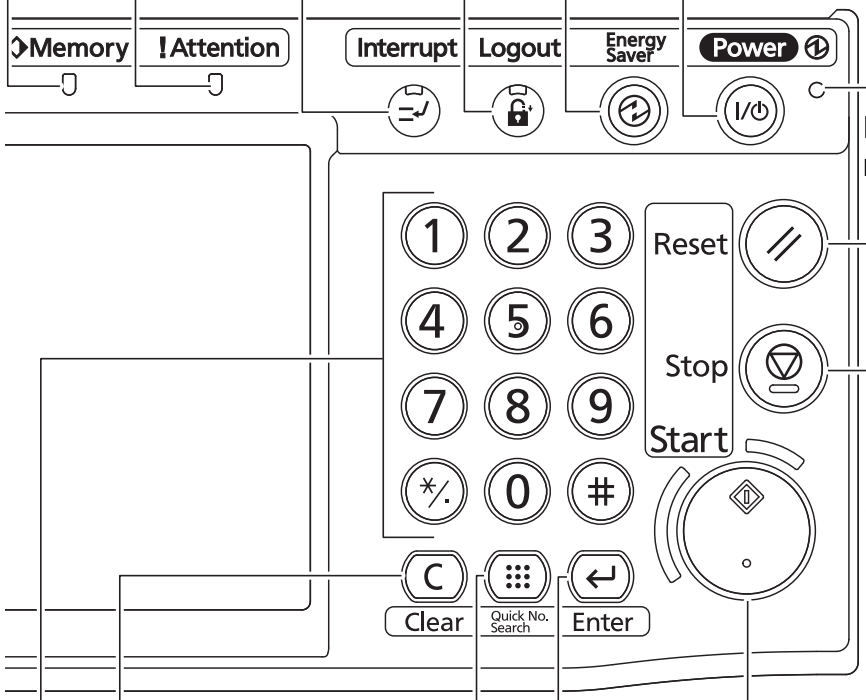
Lights or blinks when an error occurs and a job is stopped.

Displays the Interrupt Copy screen.

Ends operation (logs out) on the Administration screen.

Puts the machine into Low Power Mode.

Puts the machine into Sleep Mode.
Recovers from Sleep if in Sleep Mode.



Lit when the machine's main power is on.

Returns settings to their default states.

Cancels or pauses the printing job in progress.

Starts copying and scanning operations and processing for setting operations.

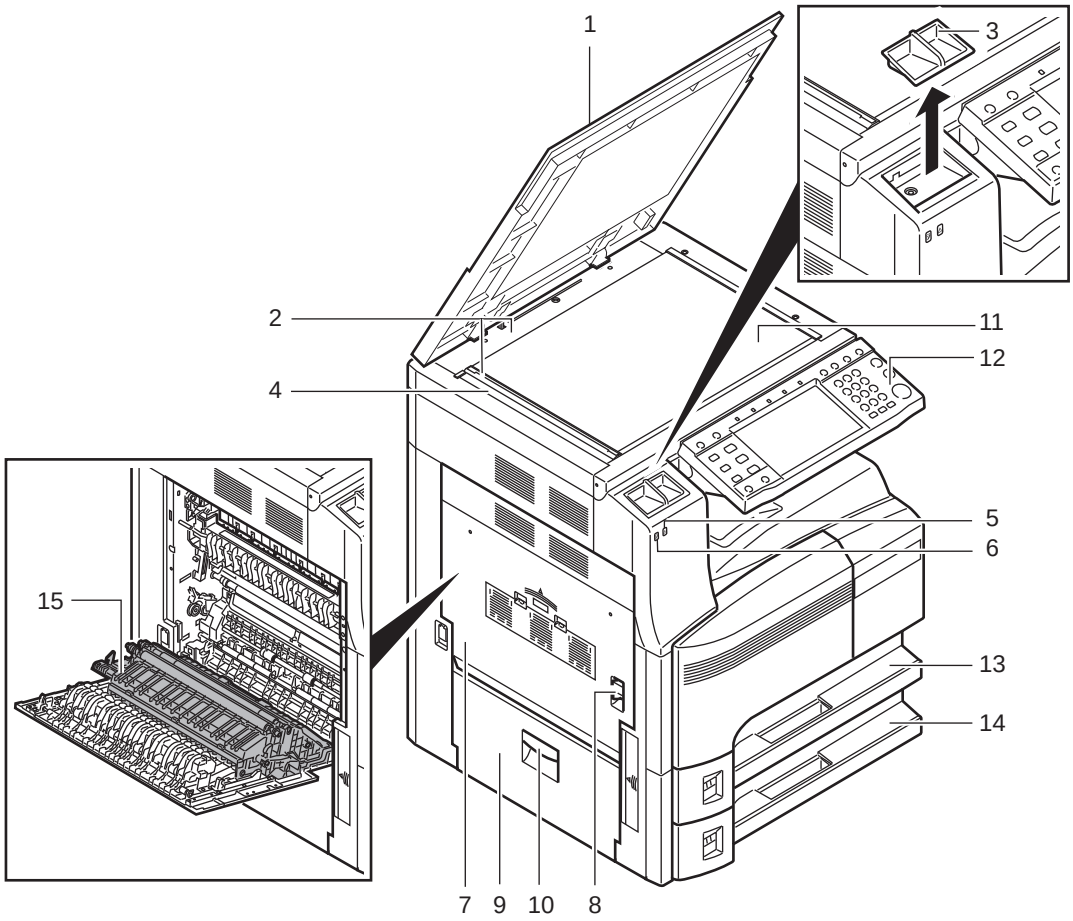
Finalizes numeric key entry, and finalizes screen during setting of functions. Operates linked with the on-screen [OK].

Recalls already registered destinations and programs for sending.

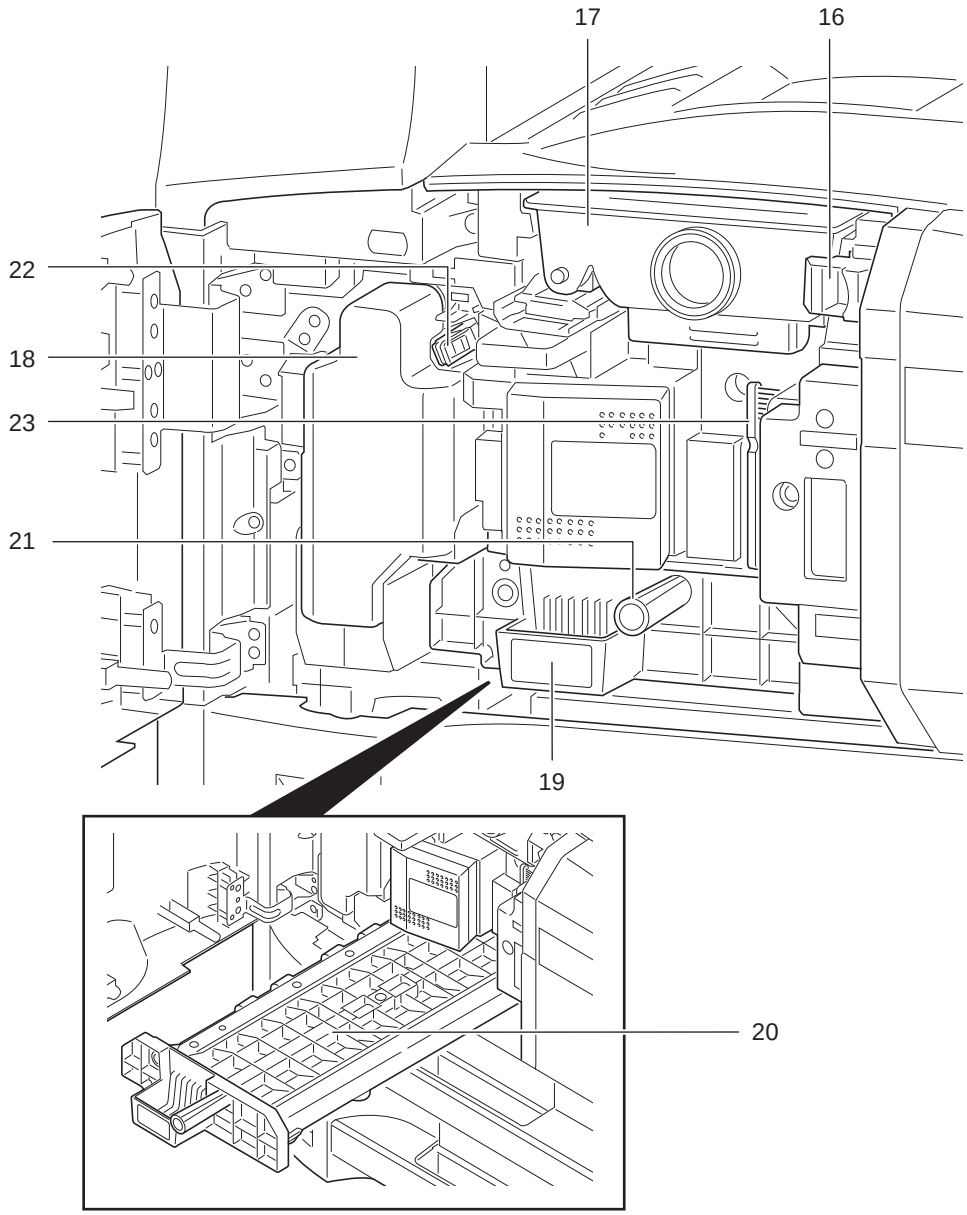
Clears entered numbers and characters.

Numeric keys.Enter numbers and symbols

Machine



1 Original Cover (Option)
2 Original Size Indicator Plates
3 Clip Holder
4 Slit Glass
5 Attention Indicator... Lights or blinks when an error occurs and a job is stopped
6 Receive Indicator... Blinks while data is received
7 Left Cover 1
8 Left Cover 1 Lever
9 Left Cover 2
10 Left cover 2 Handle
11 Platen
12 Operation Panel
13 Cassette 1
14 Cassette 2
15 Duplex Unit



16 Toner Container Stopper

17 Toner Container

18 Waste Toner Box

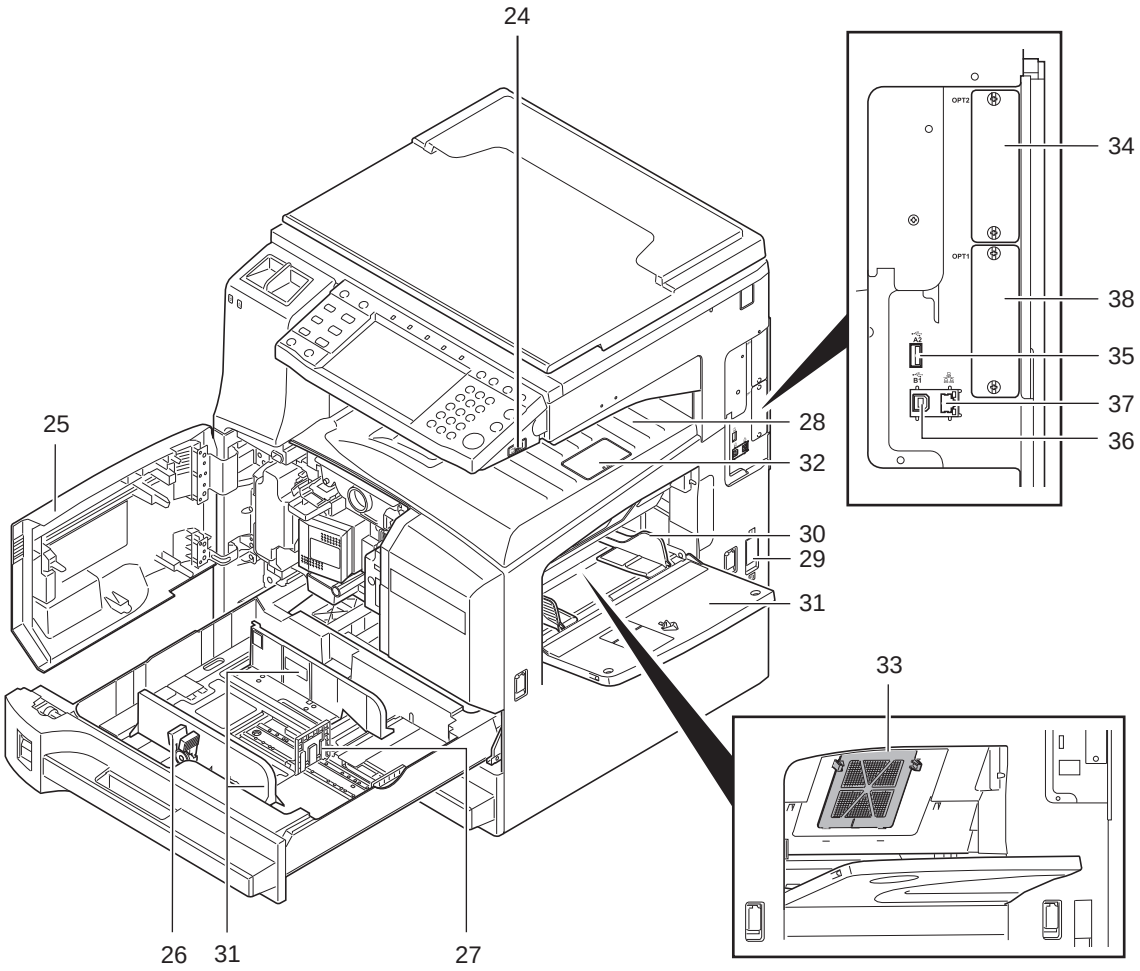
19 Paper Feed Unit (A2)

20 Paper Feed Unit Cover (A3)

21 Green Knob

22 Cleaner Rod

23 Cleaning Brush



24 USB Memory Slot (A1)

25 Front Cover

26 Paper Width Adjusting Tab

27 Paper Length Guide

28 Top Tray

29 Main Power Switch

30 Paper Width Guide

31 Multi Purpose Tray

32 Output Stopper

33 Filter (F1)

34 Option Interface Slot (OPT2)

35 USB Memory Slot (A2)

36 USB Interface Connector (B1)

37 Network Interface Connector

38 Option Interface Slot (OPT1)

2 Preparation before Use

This chapter explains the preparations before using this equipment for the first time as well as the procedures for loading paper and originals.

- Check the Accessories 2-2
- Determining the Connection Method and Preparing Cables.....2-3
- Connecting Cables.....2-5
- Power On/Off 2-7
- Low Power Mode and Auto Low Power Mode 2-9
- Sleep and Auto Sleep 2-10
- Adjusting the Operation Panel Angle 2-11
- Switching the Language for Display [Language].....2-11
- Setting Date and Time 2-12
- Network Setup (LAN Cable Connection) 2-14
- Installing Software.....2-17
- Embedded Web Server (Settings for E-mail) 2-18
- Sending E-mail.....2-19
- Loading Paper.....2-21
- Loading Originals 2-32

Check the Accessories

Check that the following accessories are included.

- Operation Guide (This Guide)
- CD-ROM (Product Library)

Documents Contained in the Included CD-ROM

The following documents are contained in the included CD-ROM (Product Library). Refer to them as necessary.

Documents

Embedded Web Server Operation Guide

Printer Driver User Guide

Network FAX Driver Operation Guide

TWAIN/WIA Driver Operation Guide

Network Print Monitor for Direct Printing Operation Guide

Network Tool Viewer User Guide

Scan to SMB (PC) Setup Guide

PRESCRIBE Commands Technical Reference

PRESCRIBE Commands Command Reference

Data Security Kit (E) Operation Guide

FAX System (S) Operation Guide

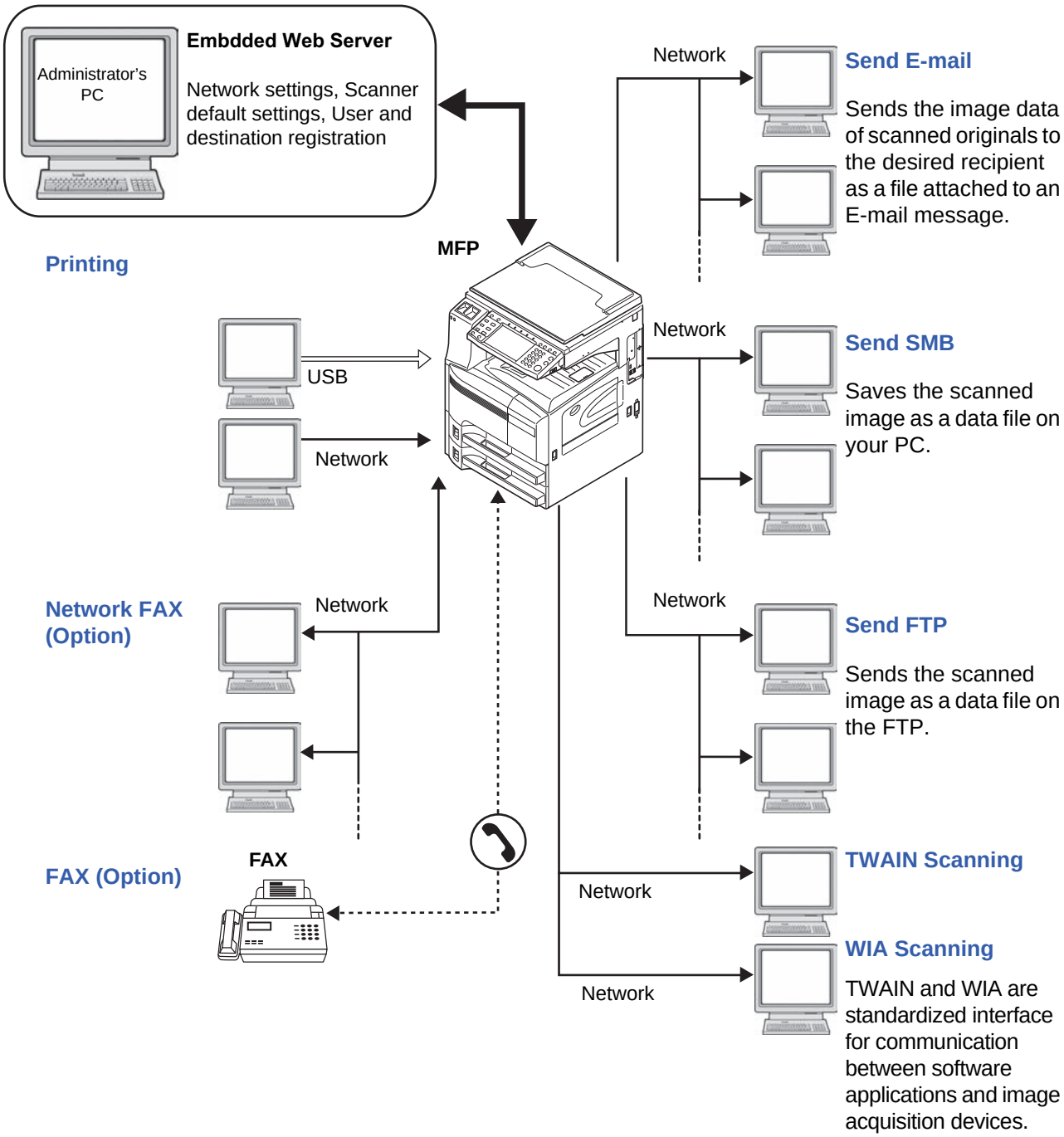
Determining the Connection Method and Preparing Cables

Check the method to connect the equipment to a PC or network, and prepare the necessary cables.

Connection Example

Determine the method to connect the equipment to a PC or network by referring to the illustration below.

Connecting a scanner to your PC network with a network cable (100BASE-TX or 10BASE-T)



Preparing Necessary Cables

The following interfaces are available to connect the equipment to a PC. Prepare the necessary cables according to the interface you use.

Available Standard Interfaces

Function	Interface	Necessary Cable
Printer/Scanner /Network FAX*	Network interface	LAN (10Base-T or 100Base-TX, Shielded)
Printer	USB interface	USB2.0 compatible cable (Hi-Speed USB compliant, Max. 5.0 m, Shielded)

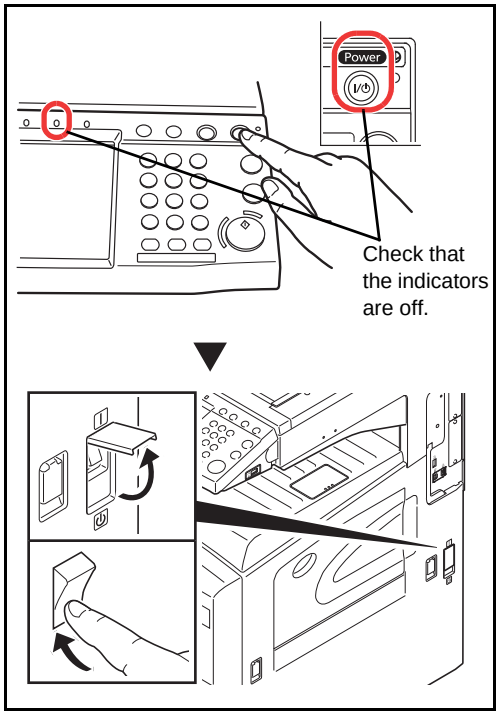
* Function available when using optional fax kit. For details on Network FAX, refer to *the Fax Kit Operation Guide*.

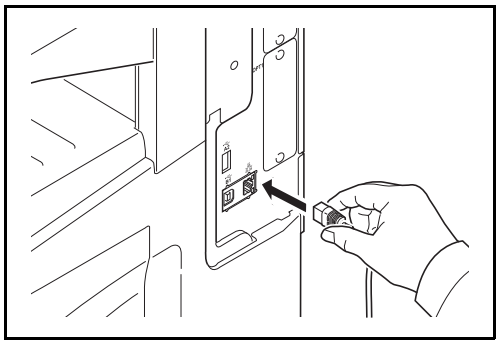
Connecting Cables

Connecting LAN Cable (Optional)

Follow the steps below to connect a LAN cable to the machine.

1 When the machine is powered up, first press the **Power** key on the operation panel. Check that the **Power** indicator and the memory indicator are off. After this, turn off the main power switch.





2 Connect the LAN cable to the network interface located on right side of the body.

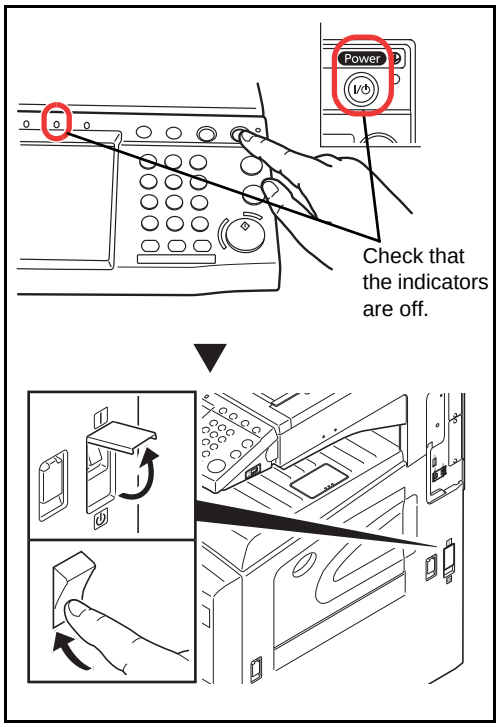
3 Connect the other end of the cable to the hub.

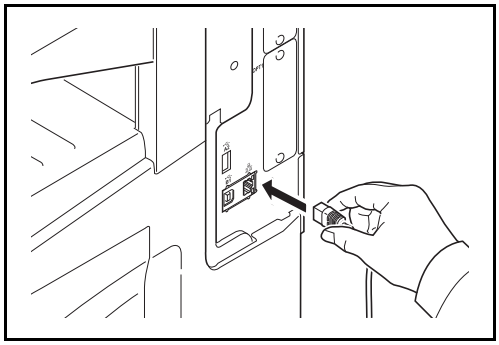
4 Configure the network. For details, refer to *Network Setup (LAN Cable Connection) on page 2-14*.

Connecting USB Cable

Follow the steps below to connect a USB cable to the machine.

1 When the machine is powered up, first press the **Power** key on the operation panel. Check that the **Power** indicator and the memory indicator are off. After this, turn off the main power switch.





2 Connect the USB cable to the appropriate interface located on the right side of the body.

3 Connect the other end of the cable to the PC.

Connecting the Power Cable

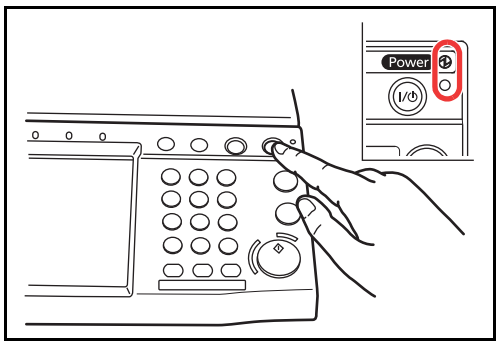
Connect one end of the supplied power cable to the machine and the other end to a power outlet.

IMPORTANT: Only use the power cable that comes with the machine.

Power On/Off

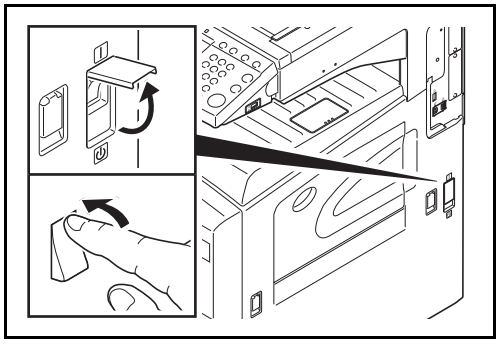
Power On

When the main power indicator is lit...



Press the Power key.

When the main power indicator is off...



Open the main power switch cover and turn the main power switch on.

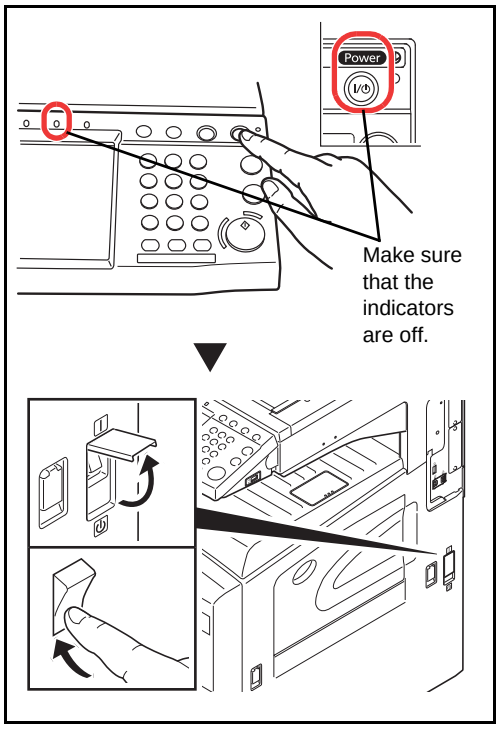
NOTE: If the optional Data Security Kit is installed, a message might display indicating the security function is being activated and time may be taken to start up when the power is turned on.

IMPORTANT: When turning off the main power switch, do not turn on the main power switch again immediately. Wait more than 5 seconds, and then turn on the main power switch.

Power Off

Before turning off the main power switch, press the **Power** key on the operation panel to off. Make sure that the **Power** key and the memory indicator are off before turning off the main power switch.

CAUTION: The hard disk may be operating when the **Power** key or Memory indicator is lit or blinking. Turning off the main power switch while the hard disk is operating may cause damage.



In case of not using the machine for an extended period of time

CAUTION: If this machine will be left unused for an extended period (e.g. overnight), turn it off at the main power switch. If the machine will not be used for an even longer period of time (e.g. vacation), remove the power plug from the outlet as a safety precaution. If the optional Fax kit is installed, note that turning the machine off at the main power switch disables fax transmission and reception.

CAUTION: Remove paper from the cassettes and seal it in the paper storage bag to protect it from humidity.

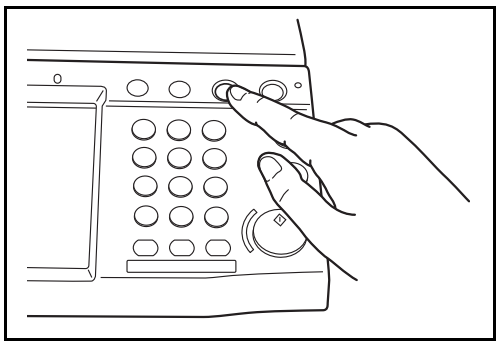
Low Power Mode and Auto Low Power Mode

Low Power Mode

To activate Low Power Mode, press the **Energy Saver** key. Touch panel and all indicators on the operation panel will go out to save power except the **Energy Saver**, **Power**, and main power indicators. This status is referred to as Low Power Mode.

If print data is received during Low Power Mode, the machine automatically wakes up and starts printing. Also when fax data arrives while the machine is in Low Power Mode when using the optional fax, the machine automatically wakes up and starts printing.

To resume, perform one of the following actions. The machine will be ready to operate within 10 seconds.



- Press any key on the operation panel.
- Open the original cover or the optional document processor.
- Place originals in the optional document processor.

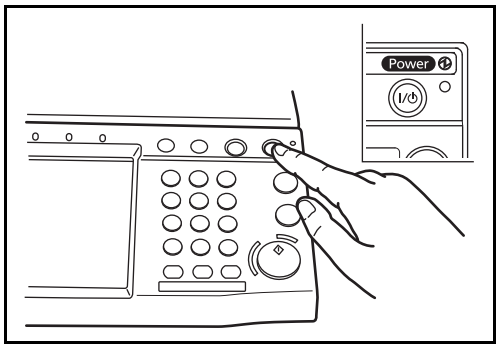
Note that ambient environmental conditions, such as ventilation, may cause the machine to respond more slowly.

Auto Low Power Mode

Auto Low Power Mode automatically switches the machine into Low Power Mode if left idle for a preset time. The default preset time is 1 minute.

Sleep and Auto Sleep

Sleep



To enter Sleep, press the **Power** key. Touch panel and all indicators on the operation panel will go out to save a maximum amount of power except the Main Power indicator. This status is referred to as Sleep.

If print data is received during Sleep, the print job is performed while the touch panel remains unlit.

When using the optional fax, received fax data is printed out while the operation panel also remains unlit.

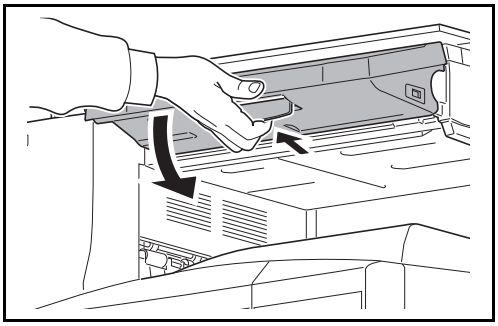
To resume, press the **Power** key. The machine will be ready within 15 seconds.

Note that ambient environmental conditions, such as ventilation, may cause the machine to respond more slowly.

Auto Sleep

Auto Sleep automatically switches the machine into Sleep if left idle for a preset time. The default preset time is 15 minutes.

Adjusting the Operation Panel Angle

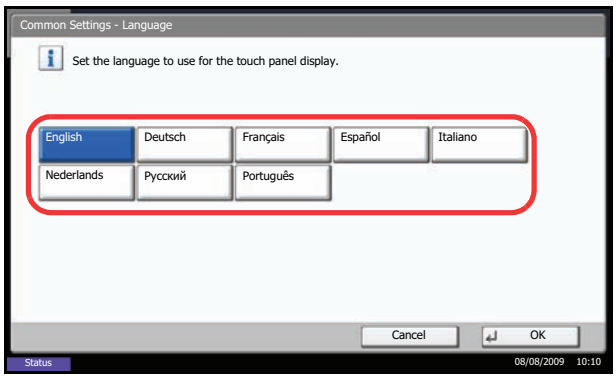


Adjust the angle of the operation panel in two as shown by releasing the operation panel lock lever.

Switching the Language for Display [Language]

Select the language displayed on the touch panel.

Use the procedure below to select the language.



1 Press the **System Menu** key.

2 Press [Common Settings] and then [Change] of *Language.*

3 Press the key for the language you want to use.

4 Press [OK].

The touch panel language will be changed.

Setting Date and Time

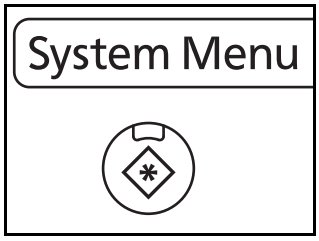
Follow the steps below to set the local date and time at the place of installation.

When you send an E-mail using the transmission function, the date and time as set here will be printed in the header of the E-mail message. Set the date, time and time difference from GMT of the region where the machine is used.

NOTE: If user login administration is enabled, you can only change the settings by logging in with administrator privileges. If user login administration is disabled, the user authentication screen appears. Enter a login user name and password, and press [Login]. Refer to *Adding a User on page 11-5* for the default login user name and password.

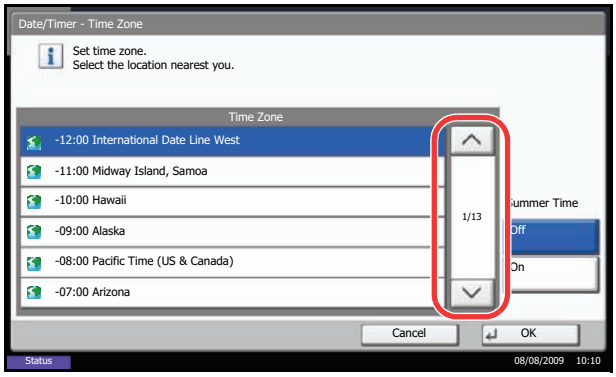
Be sure to set the time difference before setting the date and time.

If you change Date/Time setting, trial functions will be unavailable. For details, refer to *Optional Functions on page 8-75*.



1 Press the **System Menu** key.

2 Press [⌄], [Date/Timer] and then [Change] of *Time Zone*.



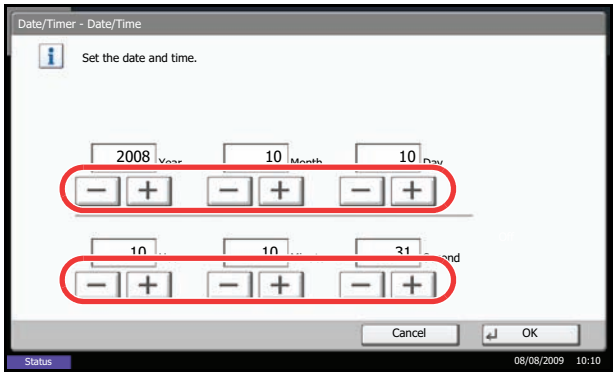
3 Select the region.

NOTE: Press [⌃] or [⌄] to view the next region.

4 Press [Off] or [On] of *Summer Time* and press [OK].

NOTE: If you select a region that does not utilize summer time, the summer time setting screen will not appear.

5 Press [Change] of *Date/Time*.



6 Set the date and time. Press [+] or [–] in each setting.

7 Press [OK].

Network Setup (LAN Cable Connection)

The machine is equipped with network interface, which is compatible with network protocols such as TCP/IP (IPv4), TCP/IP (IPv6), IPX/SPX, NetBEUI, IPSec, and AppleTalk. It enables network printing on the Windows, Macintosh, UNIX, NetWare and other platforms.

This section explains the *TCP/IP (IPv4) Setup* and *AppleTalk Setup* procedures. For other network settings, refer to the *Network Setup on 8-64*.

- TCP/IP (IPv4) Setup...2-14
- AppleTalk Setup...2-16

NOTE: If user login administration is enabled, you can only change the settings by logging in with administrator privileges. If user login administration is disabled, the user authentication screen appears. Enter a login user name and password, and press [Login]. Refer to *Adding a User on page 11-5* for the default login user name and password.

TCP/IP (IPv4) Setup (by Entering IP Addresses)

Set up TCP/IP to connect to the Windows network. Set the IP addresses, subnet masks, and gateway addresses. The default settings are "TCP/IP Protocol: *On*, DHCP: *On*, Bonjour: *Off*, Auto-IP: *On*".

NOTE: Prior to the IP address entries, obtain permission from the network administrator.

Use the procedure below.

1 Press the **System Menu** key.

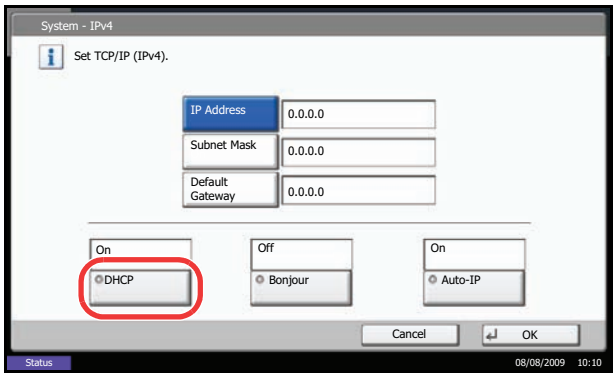
2 Press [System], [Next] of *Network* and then [Next] of *TCP/IP Setting*.

3 Press [Change] of *TCP/IP*.

4 Press [On] and then press [OK].

5 Press [Change] of *IPv4*.

6 Press [DHCP].



7 Press [Off] of *DHCP* and then press [OK].

8 Press [Bonjour].

9 Press [Off] of *Bonjour* and then press [OK].

10 Press [IP Address] and enter the address using the numeric keys.

11 Press [Subnet Mask] and enter the address using the numeric keys.

12 Press [Default Gateway] and enter the address using the numeric keys.

13 Check if all the address entries are correct and press [OK].

14 After changing the setting, restart the system or turn the machine OFF and then ON again.

For detailed information on restarting the system, refer to *Restarting the System on page 8-63*.

DHCP Settings

Select whether or not to use the DHCP server. The default setting is *On*.

Use the procedure below.

1 Press the **System Menu** key.

2 Press [System], [Next] of *Network* and then [Next] of *TCP/IP Setting*.

3 Press [Change] of *TCP/IP*.

4 Press [On] and then press [OK].

5 Press [Change] of *IPv4*.

6 Press [DHCP].

7 Press [On] or [Off] of *DHCP* and then press [OK].

8 After changing the setting, restart the system or turn the machine OFF and then ON again.

For detailed information on restarting the system, refer to *Restarting the System on page 8-63*.

Bonjour Settings

Select whether or not to use Bonjour. The default setting is *Off*.

Use the procedure below.

1 Press the **System Menu** key.

2 Press [System], [Next] of *Network* and then [Next] of *TCP/IP Setting*.

3 Press [Change] of *TCP/IP*.

4 Press [On] and then press [OK].

5 Press [Change] of *IPv4*.

6 Press [Bonjour].

7 Press [On] or [Off] of *Bonjour* and then press [OK].

8 After changing the setting, restart the system or turn the machine OFF and then ON again.

For detailed information on restarting the system, refer to *Restarting the System on page 8-63*.

Auto-IP Settings

Select whether or not to use Auto-IP. The default setting is *On*.

Use the procedure below.

1 Press the **System Menu** key.

2 Press [System], [Next] of *Network* and then [Next] of *TCP/IP Setting*.

3 Press [Change] of *TCP/IP*.

4 Press [On] and then press [OK].

5 Press [Change] of *IPv4*.

6 Press [Auto-IP].

7 Press [On] or [Off] of Auto-IP and then press [OK].

8 After changing the setting, restart the system or turn the machine OFF and then ON again.

For detailed information on restarting the system, refer to *Restarting the System on page 8-63*.

AppleTalk Setup

Select the Apple Talk network connection. The default setting is *On*.

Use the procedure below.

1 Press the **System Menu** key.

2 Press [System], [Next] of *Network* and then [Change] of *AppleTalk*.

3 Press [On] or [Off].

4 Press [OK].

5 After changing the setting, restart the system or turn the machine OFF and then ON again.

For detailed information on restarting the system, refer to *Restarting the System on page 8-63*.

Installing Software

Install appropriate software on your PC from the included Product Library CD-ROM (Product Library) if you want to use the printer function of this machine or perform TWAIN / WIA transmission or FAX transmission from your PC.

NOTE: Installation on Windows XP, Windows 2000, Server 2003 and Windows Vista must be done by a user logged on with administrator privileges.

Plug and Play is disabled on this device when in Sleep. Wake the device from Sleep before continuing. See *Sleep and Auto Sleep on page 2-10*.

Embedded Web Server (Settings for E-mail)

Embedded Web Server is a tool used for tasks such as verifying the operating status of the machine and changing the settings for security, network printing, E-mail transmission and advanced networking.

NOTE: Here, information on the FAX settings has been omitted. For more information on using the FAX, refer to *the Fax Kit Operation Guide*.

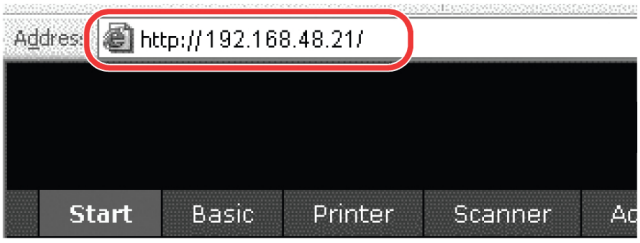
The procedure for accessing Embedded Web Server is explained below.

1 Launch your Web browser.

2 In the Address or Location bar, enter the machine's IP address.

E.g.) http://192.168.48.21/

The web page displays basic information about the machine and Embedded Web Server as well as their current status.



3 Select a category from the navigation bar on the left of the screen. The values for each category must be set separately.

If restrictions have been set for Embedded Web Server, enter the correct user name and password to access pages other than the startup page.

For details, refer to the *Embedded Web Server Operation Guide*.

Sending E-mail

Specifying the SMTP settings allows you to send images loaded onto this machine as E-mail attachments.

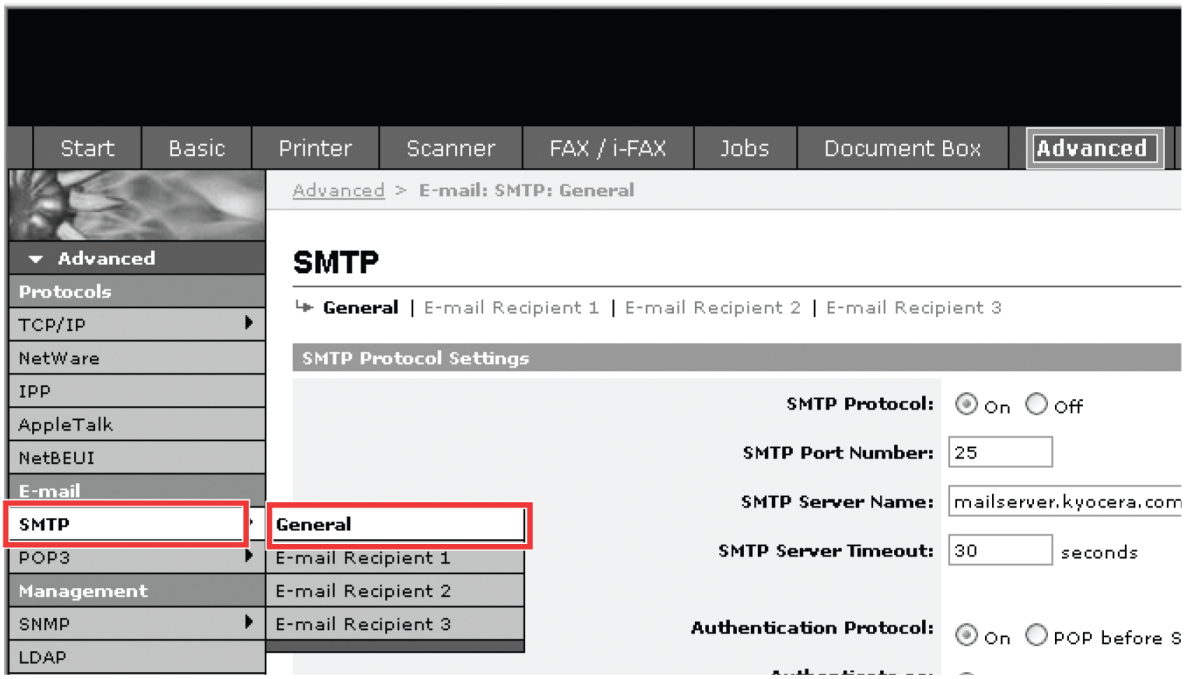
To use this function, this machine must be connected to a mail server using the SMTP protocol.

Before sending images loaded onto this machine as E-mail attachments, check the following:

- The network environment used to connect this machine to the mail server
  A full-time connection via a LAN is recommended.
- SMTP Settings
  Use Embedded Web Server to register the IP address or host name of the SMTP server.
- If limits have been set on the size of E-mail messages, it may not be possible to send very large E-mails.

The procedure for specifying the SMTP settings is explained below.

1 Click Advanced -> SMTP -> General.



2 Enter the correct settings in each field.

The settings to be specified in the SMTP settings screen are shown below.

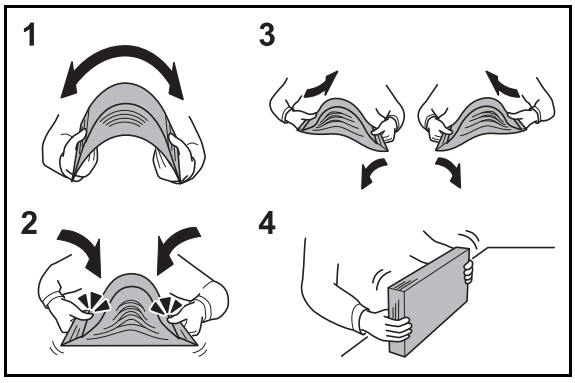
Item	Description
SMTP Protocol	Enables or disables SMTP protocol. To use E-mail, this protocol must be enabled.
SMTP Port Number	Set the SMTP Port Number or use the SMTP default port 25.
SMTP Server Name	Enter the SMTP server IP address or its name. The maximum length of the SMTP server name and IP address is 64 characters. If entering the name, a DNS server address must also be configured. The DNS server address may be entered on the TCP/IP General tab.
SMTP Server Timeout	Set the amount of time to wait before time-out in seconds.
Authentication Protocol	Enables or disables the SMTP authentication protocol or sets POP before SMTP as the protocol. The SMTP authentication supports Microsoft Exchange 2000.
Authenticate as	Authentication can be set from three POP3 accounts or you can choose a different account.
Login User Name	When Other is selected for Authenticate, the login user name set here will be used for SMTP authentication. The maximum length of the login user name is 64 characters.
Login Password	When Other is selected for Authenticate, the password set here will be used for authentication. The maximum length of the login password is 64 characters.
POP before SMTP Timeout	Set the amount of time to wait before time-out in seconds when you have selected POP before SMTP as the Authentication Protocol.
Test	This will test if the SMTP connection can be successfully established.
E-mail Size Limit	Enter the maximum size of E-mail that can be sent in kilobytes. When the value is 0, the limitation for E-mail size is disabled.
Sender Address	Enter the E-mail address of the person responsible for the machine, such as the machine administrator, so that a reply or non-delivery report will go to a person rather than to the machine. The sender address must be entered correctly for SMTP authentication. The maximum length of the sender address is 128 characters.
Signature	Enter the signature. The signature is free form text that will appear at the end of the E-mail body. It is often used for further identification of the machine. The maximum length of the signature is 512 characters.
Domain Restriction	Enter the domain names that can be permitted or rejected. The maximum length of the domain name is 32 characters. You can also specify E-mail addresses.

3 Click Submit.

Loading Paper

Paper can be loaded standardly in the two cassettes and the multi purpose tray. A paper feeder is also available as an option (refer to *Optional Equipment on Appendix-2*).

Before Loading Paper



When you open a new package of paper, fan the sheets to separate them slightly prior to loading in the following steps.

1. Bend the whole set of sheets to swell them in the middle.
2. Hold the stack at both ends and stretch it while keeping the entire stack risen.
3. Raise the right and left hands alternately to create a gap and feed air between the paper.
4. Finally, align the paper on a level, flat table.

   If the paper is curled or folded, straighten it before loading. Paper that is curled or folded may cause a jam.

CAUTION: If you copy onto used paper (paper already used for copying), do not use paper that is stapled or clipped together. This may damage the machine or cause poor image quality.

NOTE: If printouts are curled or not neatly stapled, turn the stack in the cassette upside down.

Avoid exposing opened paper to high temperatures and high humidity as dampness can be a cause of problems. Seal any remaining paper after loading in the multi purpose tray or cassettes back in the paper storage bag.

If the machine will not be used for a prolonged period, protect all paper from humidity by removing it from the cassettes and sealing it in the paper storage bag.

NOTE: If you use special paper such as letterhead, paper with holes or paper with pre-prints like logo or company name, refer to *the Paper on Appendix-13*.

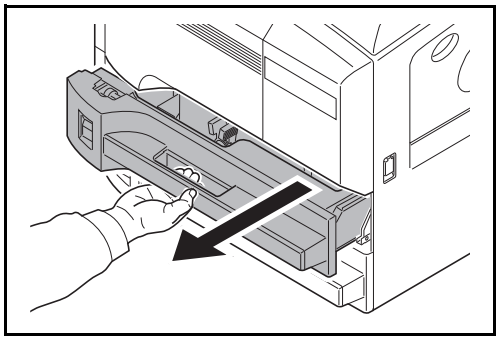
Loading Paper in the Cassettes

The 2 standard cassettes will each hold plain paper, recycled paper or color paper.
Cassette holds up to 500 sheets (80 g/m^2).

The following paper sizes are supported: Ledger, Legal, Oficio II, 8.5×13.5", Letter, Letter-R, Statement, A3, B4, A4, A4-R, B5, B5-R, A5, Folio, 8K, 16K, and 16K-R.

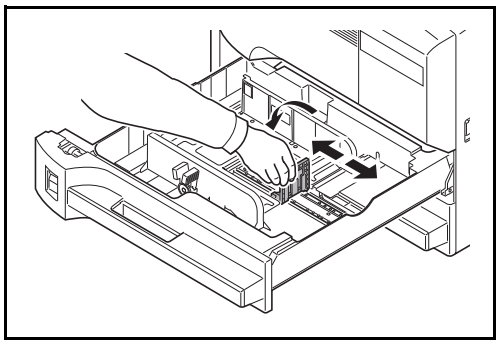
IMPORTANT:

- You should not use inkjet printer paper or any paper with a special surface coating. (Such paper may cause paper jams or other faults.)
- When using media types other than plain paper (such as recycled or colored paper), always specify the media type setting. (Refer to *Specifying Paper Size and Media Type for the Cassettes on page 2-28*)
  The cassettes can hold paper with weights up to 120 g/m^2.
- Do not load paper that is heavier than 121 g/m^2 in the cassettes. Use the multi purpose tray for paper that is heavier than 121 g/m^2.



1 Pull the cassette out toward you until it stops.

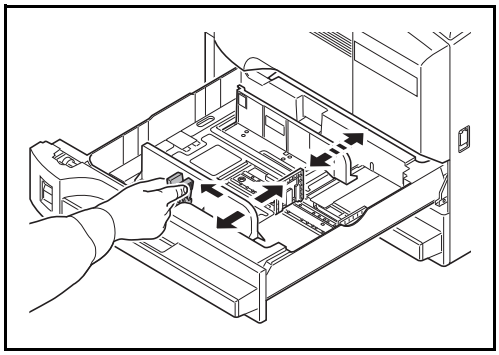
NOTE: Do not pull out more than one cassette at a time.



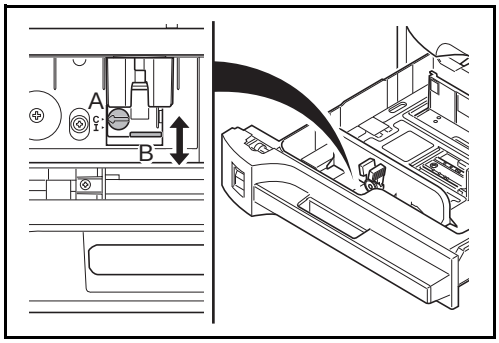
2 Using the paper length guide, move the plate to fit the paper.

When loading A4 or smaller paper into cassette 1, lift up the paper length guide. For B4 or larger paper, lower the paper length guide.

NOTE: Paper sizes are marked on the cassette.

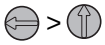


3 Holding the paper width adjusting tab, move the paper width guides to fit the paper.

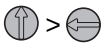


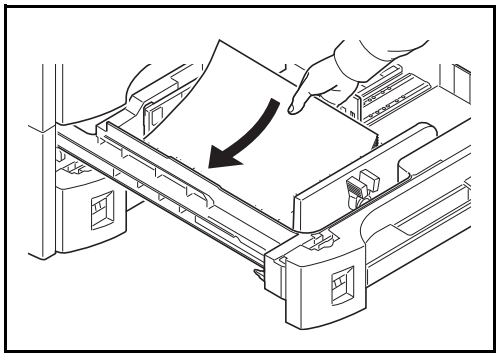
NOTE: Paper sizes are indicated on the cassettes. To change between inch size and metric size (A, B sizes), follow the steps below to adjust the size switch.

1. Holding the paper width adjusting tab, move the paper width guide to a position other than that of the paper.
2. Turn the size switch A 90°.

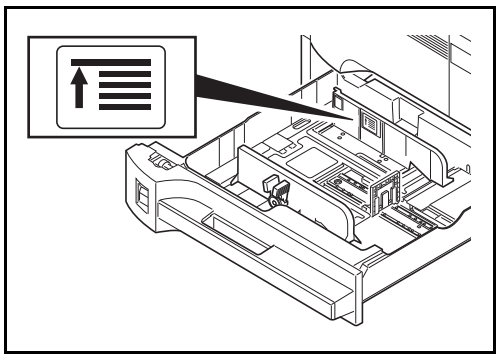
   

3. Move the size lever B up (C) or down (I).
   C: metric size (centimeters) (A, B sizes)
   I: inch size
4. Turn the size switch 90°to lock it.

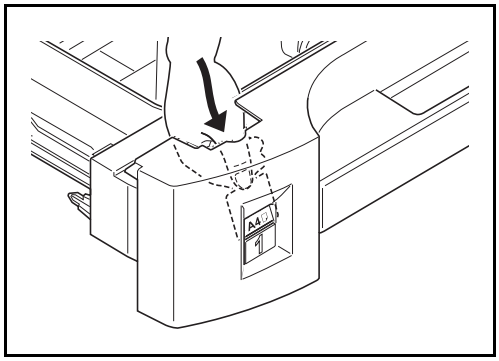


4 Align the paper flush against the left side of the cassette.



IMPORTANT:

- Before loading the paper, be sure that it is not curled or folded. Paper that is curled or folded may cause paper jams.
- Ensure that the loaded paper does not exceed the level indicator (see illustration below).
- When loading the paper, keep the side that was closest the package seal facing up.
- The paper length and width guides must be adjusted to the paper size. Loading the paper without adjusting these guides may cause skewed feeding and paper jams.
- Be sure that the paper length and width guides rest securely against the paper. If there is a gap, readjust the guides to fit the paper.



5 Insert the appropriate paper size card in the slot to indicate the size of the paper inside.

6 Gently push the cassette back in.

NOTE: If the machine will not be used for a prolonged period, protect all paper from humidity by removing it from the cassettes and sealing it in the paper storage bag.

7 Select the media type (plain, recycled, etc.) loaded in the cassette. (Refer to *Specifying Paper Size and Media Type for the Cassettes on page 2-28*.)

Loading Paper in the Multi Purpose Tray

The multi purpose tray will hold up to 200 sheets of plain paper (80 g/m^2).

The multi purpose tray accepts paper sizes from A3 to A6 and Hagaki and from Ledger to Statement-R, 8K, 16K and 16K-R. Be sure to use the multi purpose tray when you print on any special paper.

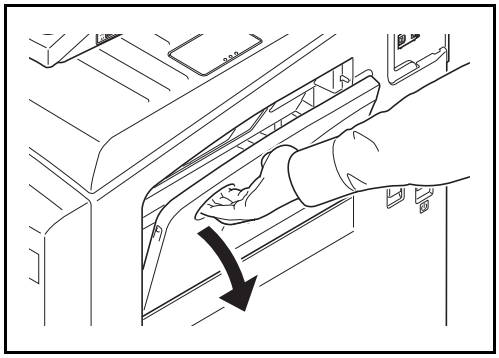
IMPORTANT: When using media types other than plain paper (such as recycled or colored paper), always specify the media type setting. (Refer to *Specifying Paper Size and Media Type for the Multi Purpose Tray on page 2-30*.) If you are using a paper weight of 106 g/m^2 or more, set the media type to *Thick*.

The capacity of the multi purpose tray is as follows.

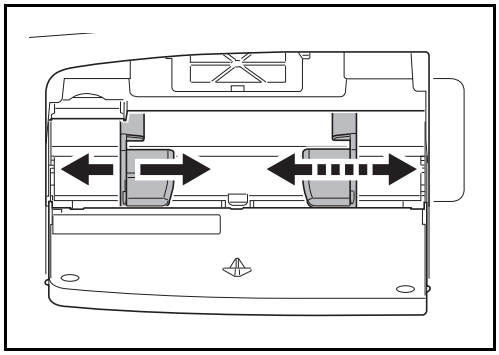
- Hagaki: 80 sheets
- OHP film: 25 sheets
- Envelope DL, Envelope C5, Envelope #10 (Commercial #10), Monarch, Youkei 4, Youkei 2: 20 sheets

NOTE: When you load custom size paper, enter the paper size by referring to *Specifying Paper Size and Media Type for the Multi Purpose Tray on page 2-30*.

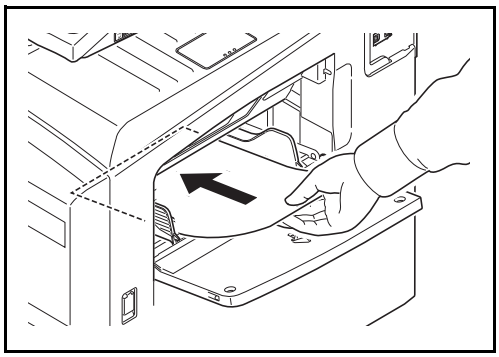
When you use special paper such as transparencies or thick paper, select the media type by referring to *Specifying Paper Size and Media Type for the Multi Purpose Tray on page 2-30*.



1 Open the multi purpose tray.



2 Adjust the paper width guides to the width of the paper.



3 Insert the paper along the paper width guides into the tray until it stops.

IMPORTANT: Keep the side that was closest the package seal facing up.

Curled paper must be uncurled before use.

Straighten the top edge if it is curled.

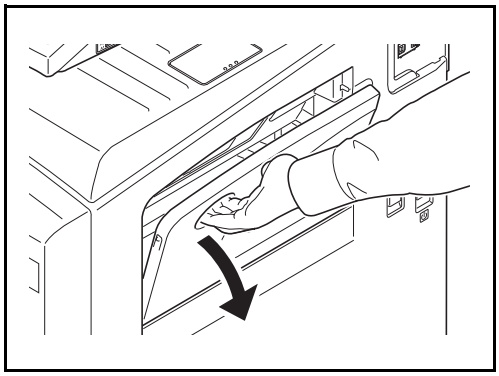
When loading paper into the multi purpose tray, check that there is no paper left over in the tray from a previous job before loading the paper. If there is just a small amount of paper left over in the multi purpose tray and you want to add more, first remove the left-over paper from the tray and include it with the new paper before loading the paper back into the tray.

Loading Envelopes

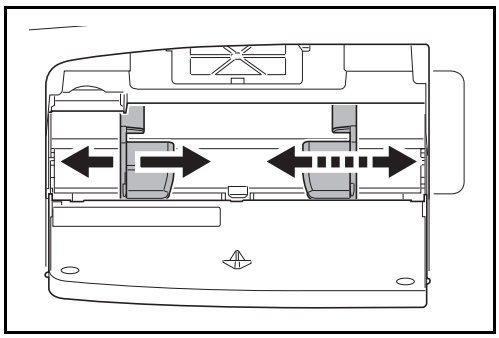
Up to 20 envelopes may be loaded in the multi purpose tray.

Acceptable envelope sizes are as follows.

Acceptable Envelope	Size
Youkei 2	162×114 (mm)
Youkei 4	235×105 (mm)
Monarch	3 7/8"×7 1/2"
Envelope #10 (Commercial #10)	4 1/8"×9 1/2"
Envelope DL	110×220 (mm)
Envelope C5	162×229 (mm)



1 Open the multi purpose tray.



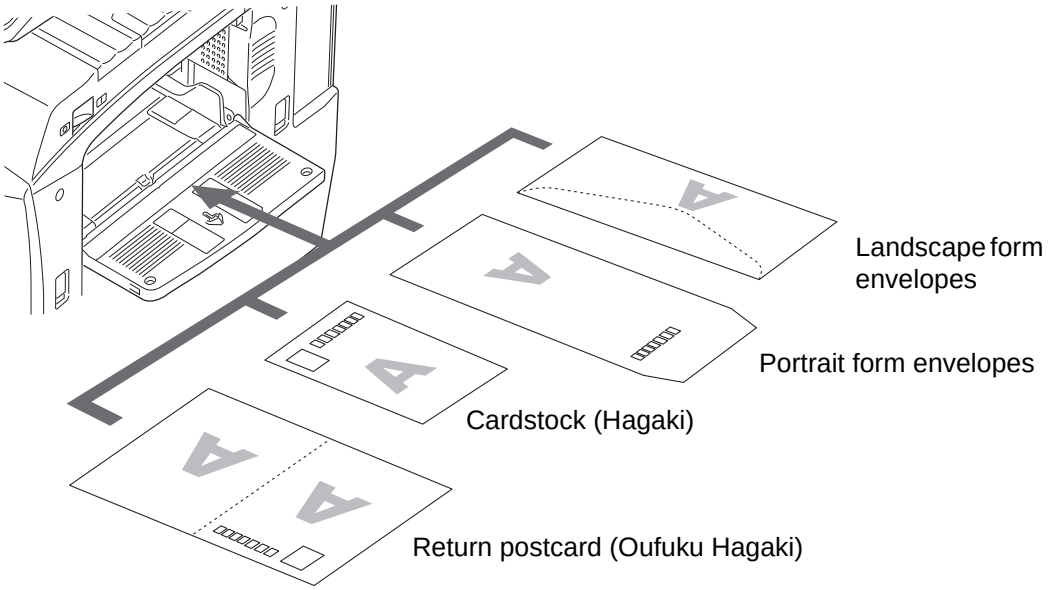
2 Adjust the paper width guides to the width of the envelope.

3 For landscape form envelopes, close the flap. Insert the envelope all the way along the width guides, keeping the printing side face-up and the edge with the flap facing towards you.

For portrait form envelopes, close the flap. Insert the envelope all the way along the width guides, keeping the printing side face-up and the edge with the flap facing the insertion slot.

When you load envelopes or cardstock in the multi purpose tray

Load envelope with the print side facing up.



NOTE: Use unfolded return postcard (Oufuku Hagaki).

IMPORTANT: How to load envelopes (orientation and facing) will differ depending on the type of envelope. Be sure to load it in correctly, otherwise printing may be done in the wrong direction or on the wrong face.

NOTE: When you load envelopes in the multi purpose tray, select the envelope type by referring to *Specifying Paper Size and Media Type for the Multi Purpose Tray on page 2-30*.

Specifying Paper Size and Media

The default paper size setting for cassettes 1 and 2, for multi purpose tray and for the optional paper feeder (cassettes 3 and 4) is [Auto], and the default media type setting is [Plain].

To fix the type of paper to be used in cassettes, specify the paper size and media type setting. (Refer to *Specifying Paper Size and Media Type for the Cassettes on page 2-28*.)

To fix the type of paper to be used in multi purpose tray, specify the paper size setting. (Refer to *Specifying Paper Size and Media Type for the Multi Purpose Tray on page 2-30*.)

Specifying Paper Size and Media Type for the Cassettes

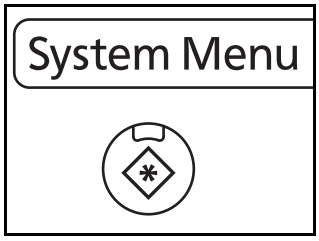
To fix the type of paper to be used in cassettes 1 or 2 or the optional paper feeder (cassettes 3 and 4), specify the paper size. Also, you use a media type other than plain paper, specify the media type setting.

Selection Item		Selectable Size/Type
Paper Size	Auto	Paper size is automatically detected and selected. Select whether the paper is in *Metric* size or in *Inch* size.
	Standard Sizes 1	Select from the standard sizes. Selectable paper sizes are as follows. Inch size: Ledger, Letter-R, Letter, Legal, Statement-R, 8.5×13.5" and Oficio II Metric size: A3, B4, A4, A4-R, B5, B5-R, A5-R, and Folio
	Standard Sizes 2	Select from the standard sizes not included in Standard Sizes 1. Selectable paper sizes are as follows. Inch size: A3, B4, A4, A4-R, B5, B5-R, A5-R, Folio, 8K, 16K-R and 16K Metric size: Ledger, Letter-R, Letter, Legal, Statement-R, 8.5×13.5", Oficio II, 8K, 16K-R and 16K
Media Type		Plain (105 g/m^2 or less), Rough, Vellum (64 g/m^2 or less), Recycled, Preprinted**, Bond*, Color, Prepunched**, Letterhead**, Thick (106 g/m^2 and more), High Quality and Custom 1~8*

* To change to a media type other than *Plain*, refer to *Paper Weight on page 8-7*. When the paper weight settings shown below are selected, the media indicated for each setting cannot be selected.
• Custom 1 to 8: *Heavy 3 or Extra Heavy*

** To print on preprinted or prepunched paper or on letterhead, refer to *Special Paper Action on page 8-10*.

NOTE: If the optional FAX kit is installed, the available media types for printing received faxes are as shown below.
Plain, *Recycled*, *Bond*, *Color*, *High Quality*, *Rough* and *Custom 1* to *8*



1 Press the **System Menu** key.

2 Press [Common Settings], [Next] of *Original / Paper Settings*, [Next] of *Cassette Setting*.

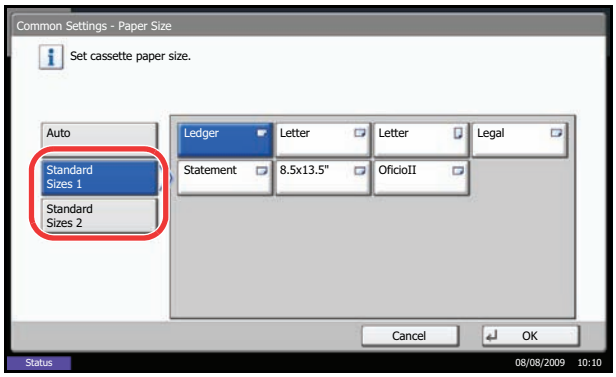
3 *Cassette Setting*, select one of [Cassette 1] to [Cassette 4] and press [Next].

Then press [Change] of *Paper Size*.

NOTE: [Cassette 3] and [Cassette 4] are shown when the optional paper feeder is installed.

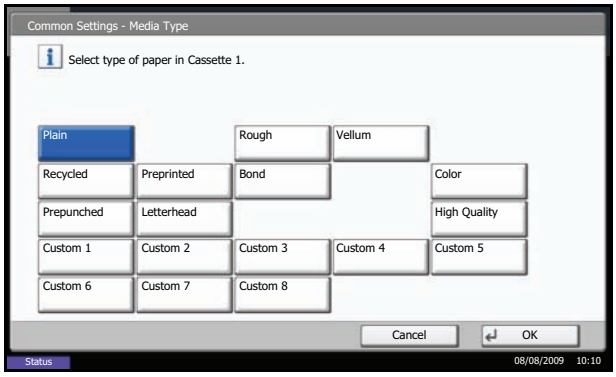
4 For automatic detection of the paper size, press [Auto] and select [Metric] or [Inch] as the unit.

To select the paper size, press [Standard Sizes 1] or [Standard Sizes 2] and select the paper size.



5 Press [OK]. The previous screen reappears.

6 Press [Change] of *Media Type* and select the media type. Then press [OK].



Specifying Paper Size and Media Type for the Multi Purpose Tray

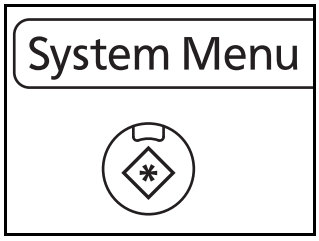
To fix the type of paper to be used in the multi purpose tray, specify the paper size.When using other than a plain paper, specify the media type.

Item		Description
Paper Size	Auto	Paper size is automatically detected and selected. Select whether the paper is in *Metric* size or in *Inch* size.
	Standard Sizes 1	Select from the standard sizes. Selectable paper sizes are as follows. Inch size: Ledger, Letter-R, Letter, Legal, Statement-R, Executive, 8.5×13.5" and Oficio II Metric size: A3, A4-R, A4, A5-R, A6-R, B4-R, B5-R, B5, B6-R and Folio
	Standard Sizes 2	Select from the standard sizes not included in Standard Sizes 1. Selectable paper sizes are as follows. Inch size: A3, A4-R, A4, A5-R, A6-R B4-R, B5-R, B5, B6-R, Folio, 8K, 16K-R and 16K Metric size: Ledger, Letter-R, Letter, Legal, Statement-R, Executive, 8.5×13.5", Oficio II, 8K, 16K-R and 16K
	Others	Select from special standard sizes and custom sizes. Selectable paper sizes are as follows. ISO B5, Envelope #10 (Commercial #10), Envelope #9 (Commercial #9), Envelope #6 (Commercial #6 3/4), Envelope Monarch, Envelope DL, Envelope C5, Envelope C4, Hagaki, Oufuku Hagaki, Youkei 4, Youkei 2
	Size Entry	Enter the size not included in the standard size. Selectable paper sizes are as follows. Inch size X (Horizontal): 5.83~17" (in 0.01" increments), Y (Vertical): 3.86~11.69" (in 0.01" increments) Metric size X (Horizontal): 148~432 mm (in 1mm increments), Y (Vertical): 98~297 mm (in 1mm increments)
Media Type		Selectable media types are as follows. Plain (105g /m^2 or less), Rough, Transparency, Vellum (64 g/m^2 or less), Labels, Recycled, Preprinted**, Bond, Cardstock, Color, Prepunched**, Letterhead**, Envelope, Thick (106 g/m^2 and more), High Quality and Custom 1~8

* To change to a media type other than *Plain*, refer to *Paper Weight on page 8-7*.

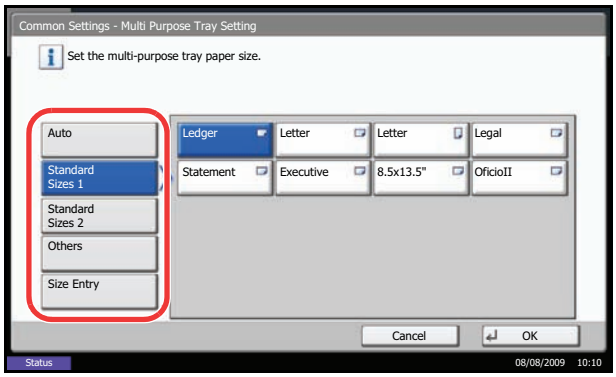
** To print on preprinted or prepunched paper or on letterhead, refer to *Special Paper Action on page 8-10*.

NOTE: If the optional FAX kit is installed and the multi purpose tray is used to print a received FAX, the available media types are as shown below.
Plain, *Recycled*, *Bond*, *Color*, *High Quality*, *Rough* and *Custom 1* to *8*



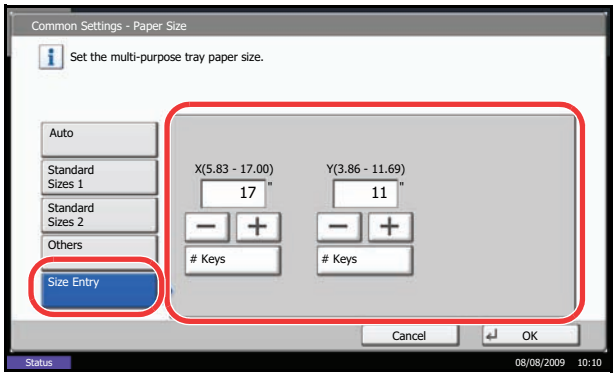
1 Press the **System Menu** key.

2 Press [Common Settings], [Next] of *Original / Paper Settings*, [Next] of *MP Tray Setting*, and then [Change] of *Paper Size*.



3 For automatic detection of the paper size, press [Auto] and select [Metric] or [Inch] as the unit.

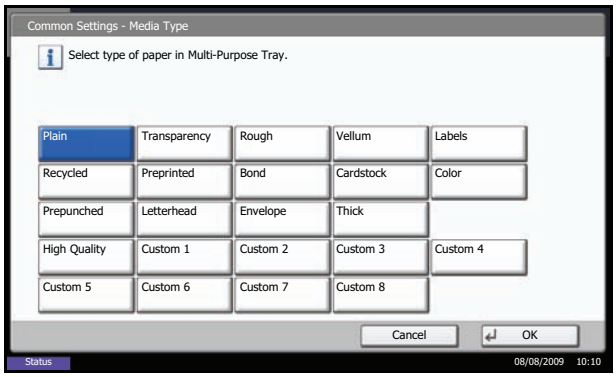
To select the paper size, press any of [Standard Sizes 1], [Standard Sizes 2], [Others] or [Size Entry] and select the paper size.



If you have chosen [Size Entry], press [+] or [–] to enter X (horizontal) and Y (vertical) sizes. You may enter the size directly using the numeric keys by pressing [# Keys].

4 Press [OK]. The previous screen reappears.

5 Press [Change] of *Media Type* and select the media type. Then press [OK].

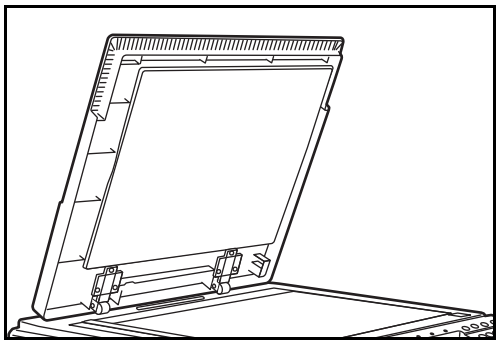


Loading Originals

Follow the steps below to load originals for copying, sending or storing.

Placing Originals on the Platen

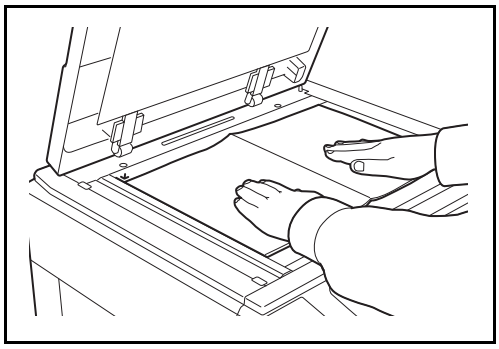
You may place books or magazines on the platen in addition to ordinary sheet originals.



1 Open the original cover.

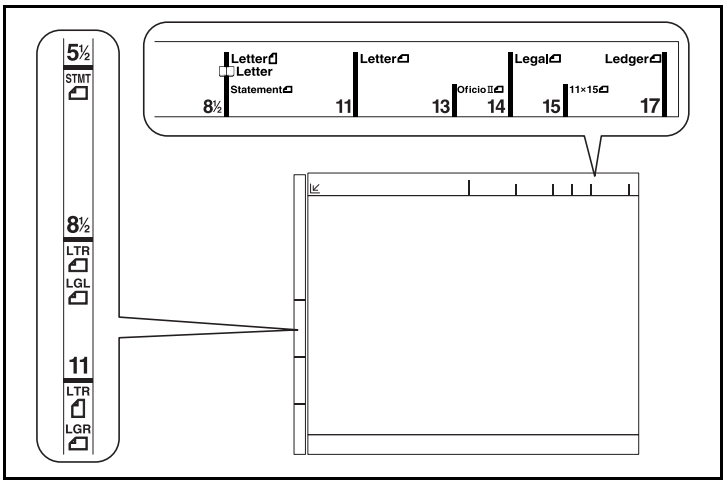
NOTE: If the optional document processor is installed, open the document processor. Before opening the document processor, be sure that there are no originals left on the original table or on the original eject table. Originals left on the original table or on the original eject table may fall off when the document processor is opened.

Keep the document processor open if the original is 40 mm (1 5/8") or thicker.

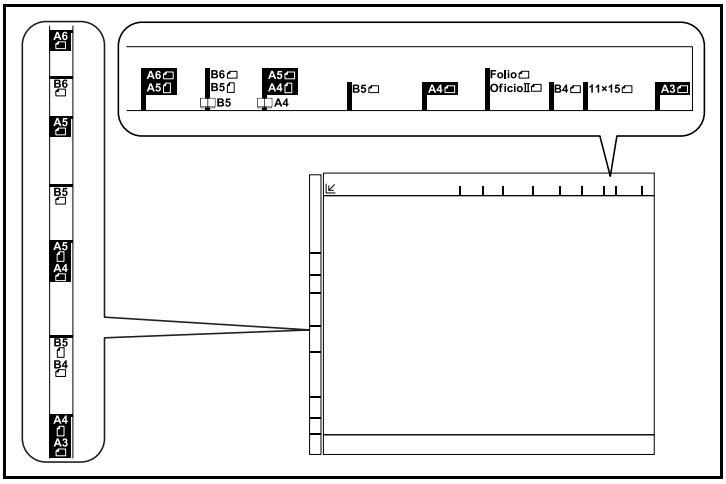


2 Place the original. Put the scanning side facedown and align it flush against the original size indicator plates with the back left corner as the reference point.

◆ Original size indicator plates (Inch models)



(Metric models)



3 Close the original cover.

IMPORTANT: Do not push the original cover forcefully when you close it. Excessive pressure may crack the platen glass.

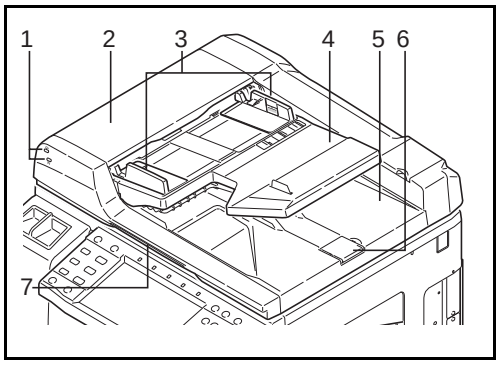
NOTE: Shadows may be produced around the edges and in the middle of open-faced originals.

CAUTION: Do not leave the document processor open as there is a danger of personal injury.

Loading Originals in the Document Processor

The optional document processor automatically scans each sheet of multiple originals. Both sides of two-sided originals are scanned.

Part Names of the Document Processor



(1) Original placement indicator
(2) Top cover
(3) Original width guides
(4) Original table
(5) Original eject table
(6) Original stopper
(7) Opening handle

Originals Supported by the Document Processor

The document processor supports the following types of originals.

Weight	45 to 160 g/m^2
Size	Maximum A3 to Minimum A5-R Maximum Ledger to Minimum Statement-R
Capacity	Plain paper (80 g/m^2), Colored paper, Recycled paper: 75 sheets (Mixed sized originals: 30 sheets) Thick paper (120 g/m^2): 49 sheets Thick paper (160 g/m^2): 37 sheets Art paper: 1 sheet High quality paper (110 g/m^2): 54 sheets

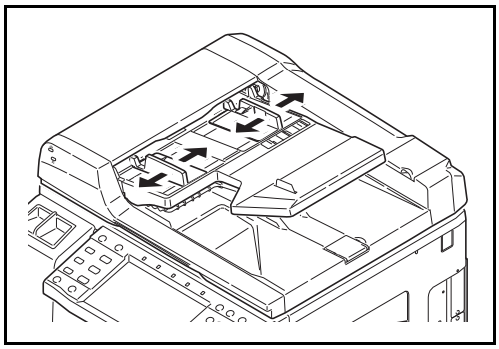
Originals Not Supported by the Document Processor

Do not use the document processor for the following types of originals.

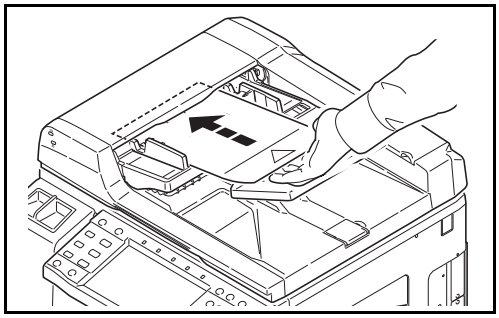
- Soft originals such as vinyl sheets
- Transparencies such as OHP film
- Carbon paper
- Originals with very slippery surfaces
- Originals with adhesive tape or glue
- Wet originals
- Originals with correction fluid which is not dried
- Irregularly shaped (non-rectangular) originals
- Originals with cut-out sections
- Crumpled paper
- Originals with folds (Straighten the folds before loading. Failure to do so may cause the originals to jam).
- Originals bound with clips or staples (Remove the clips or staples and straighten curls, wrinkles or creases before loading. Failure to do so may cause the originals to jam).

How to Load Originals

IMPORTANT: Before loading originals, be sure that there are no originals left on the original eject table. Originals left on the original eject table may cause the new originals to jam.

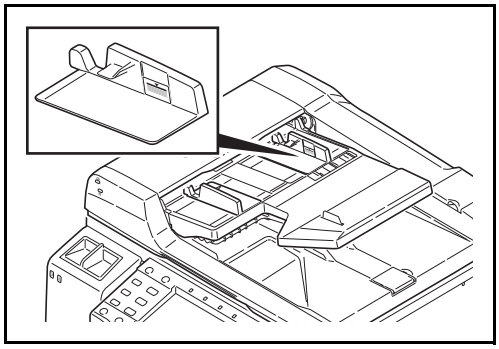


1 Adjust the original width guides to fit the originals.



2 Place the originals. Put the side to be scanned (or the first side of two-sided originals) face-up. Slide the leading edge into the document processor as far as it will go. The original placement indicator will be lit.

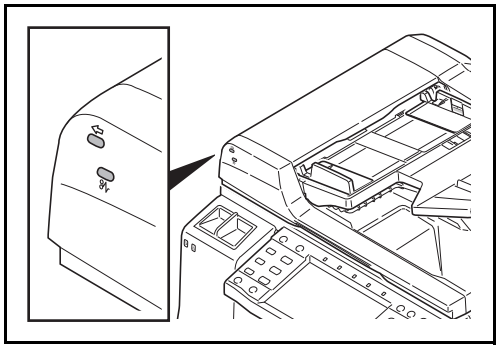
IMPORTANT: Confirm that the original width guides exactly fit the originals. If there is a gap, readjust the original width guides. The gap may cause the originals to jam.



Ensure that loaded originals do not exceed the level indicator. Exceeding the maximum level may cause the originals to jam (see the figure).

Originals with punched holes or perforated lines should be placed in such a way that the holes or perforations will be scanned last (not first).

Original placement indicator



The original placement indicator is lit or unlit depending on how originals are placed.

Indications and their status are as follows.

- Green (left indicator) lit: Original is placed properly.
- Green (left indicator) blinking: Original is not placed properly. Remove and place again.
- Red (right indicator) blinking: Original is jammed. Remove the jammed original and place it properly.

3 Basic Operation

This chapter explains the following operations.

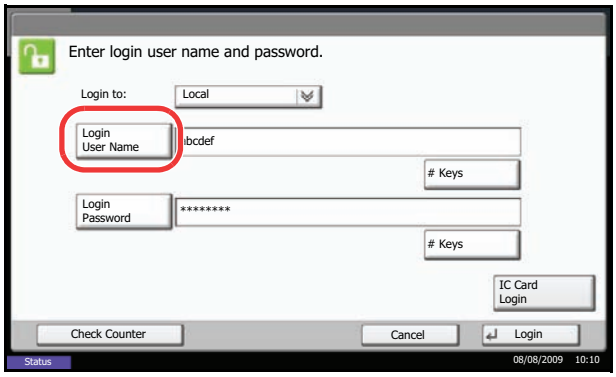
- Login/Logout 3-2
- Enter key and Quick No. Search key 3-2
- Touch Panel Display 3-4
- Original Preview.....3-5
- Copying.....3-6
- Printing - Printing from Applications.....3-19
- Sending.....3-21
- Specifying Destination 3-28
- Using Document Box 3-31
- Basic Operation for Document Box.....3-33
- Canceling Jobs 3-40
- Quick Setup Screen.....3-41
- Program (Copying and Sending) 3-44
- Registering Shortcuts (Copy, Send, and Document Box Settings) ...3-44
- Using the Internet Browser 3-47

Login/Logout

If user login administration is enabled, it is necessary to enter the login user name and password to use the machine.

NOTE: You will be unable to login if you forget your login user name or login password. In this event, login with administrator privileges and change your login user name or login password.

Login



1 If the screen shown appears during operations, press [Login User Name].

Press [# Keys] to enter the login data using the numeric keys.

2 Enter the login user name and press [OK].

NOTE: Refer to the *Character Entry Method on Appendix-10* for details on entering characters.

3 Press [Login Password].

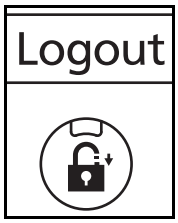
Press [# Keys] to enter the login data using the numeric keys.

4 Enter the password and press [OK].

5 Check the login user name and password are correct, and press [Login].

NOTE: If *Network Authentication* is selected as the user authentication method, either Local or Network can be selected as the authentication destination.

Logout



To logout from the machine, press the **Logout** key to return to the login user name/password entry screen.

Enter key and Quick No. Search key

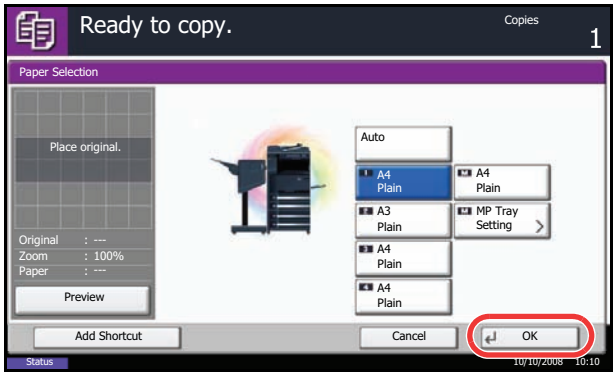
This section explains how to use the **Enter** key and **Quick No. Search** key on the operation panel.

Using the Enter (↵) key

The **Enter** key works in the same way as keys displayed on the touch panel, such as [OK] and [Close].

The Enter symbol (↵) is displayed next to the keys whose operations are carried out by the **Enter** key (e.g. [↵ OK], [↵ Close]).

The operation of the **Enter** key is explained below using copy paper selection as an example. For details of the procedure, refer to *Paper Selection on page 4-4*.



1 In the paper selection screen, press the key for the cassette containing the required paper size.

The Enter (↵) symbol appears on the [OK] on the touch panel, indicating that the **Enter** key performs the same action as [OK].

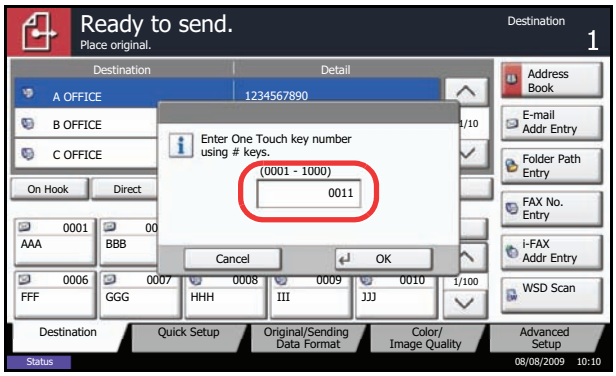
2 To copy using the selected paper, press the **Enter** key (or [OK]).

Using the Quick No. Search (⋯) key

Use the **Quick No. Search** keys to perform an action by simply entering a number directly using the numeric keys. For example, you can specify the speed dial for a transmission destination or recall a stored program by its program number.

The **Quick No. Search** key performs the same action as the [No.] displayed on the touch panel.

The use of the **Quick No. Search** key is explained below using an example in which a speed dial number is specified and used to select a destination. For more information on speed dialing, refer to *Specifying Destination on page 3-28*.



1 Press the **Quick No. Search** key (or [No.]) in the basic send screen.

2 In the number entry screen, use the numeric keys to enter the speed dial number.

3 If you entered speed dial number between 1 and 3 digits long, press the **Enter** key (or [OK]).

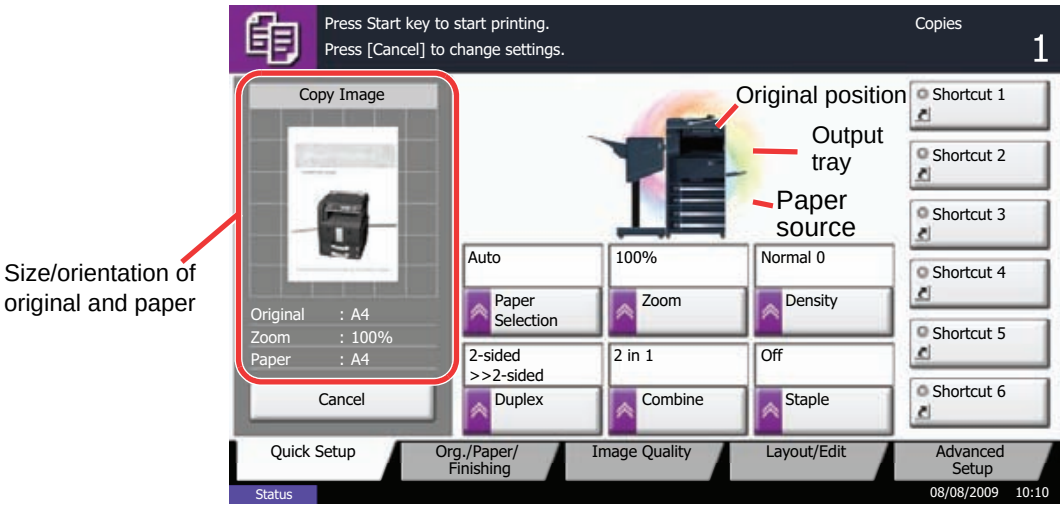
The specified destination appears in the destination list.

NOTE: If you enter a 4-digit speed dial number, the operation in step 3 can be omitted. The basic send screen appears and the specified destination appears in the destinations list.

Touch Panel Display

Display for Originals and Paper

The touch panel displays the selected paper source and output tray.

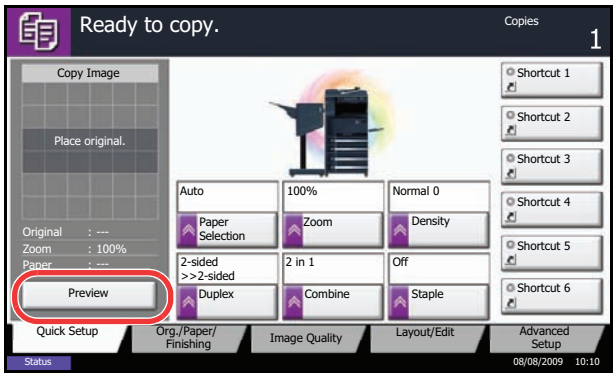


Original Preview

You can display a preview image of the scanned document on the panel.

NOTE: To view a preview of an image stored in a Custom Box, refer to *Previewing Documents/Checking Document Details on page 3-37*.
The procedure for previewing scanned originals is explained below.

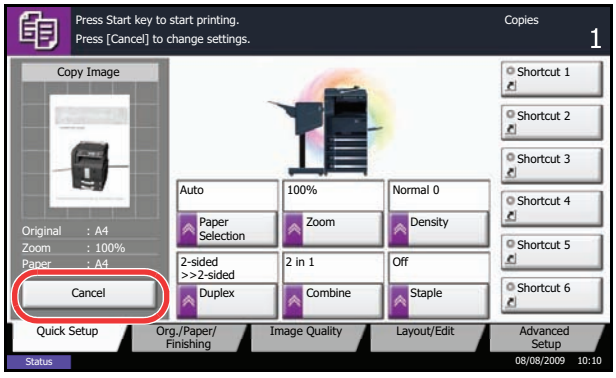
The procedure described here is for copying a single-page original.



1 Press the **Copy** key and place the original on the platen.

2 Press [Preview].

3 The machine starts scanning the original. When scanning is completed, the preview image appears on the panel.



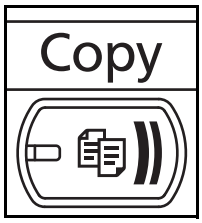
4 To change the quality or the layout, press [Cancel] or the **Stop** key. Change the settings and press [Preview] again to see a preview image with the new settings.

NOTE: If you scan a multi-page original, only the first page is previewed.

5 If there is no problem with the preview image, press the **Start** key. Copying begins.

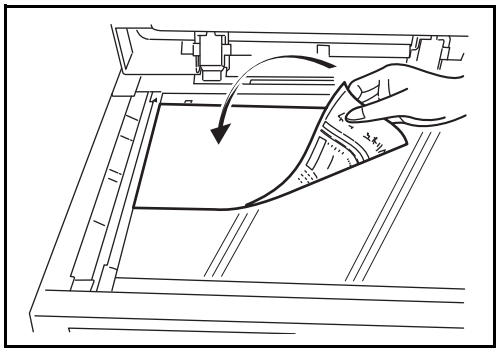
Copying

Follow the steps as below for basic copying.



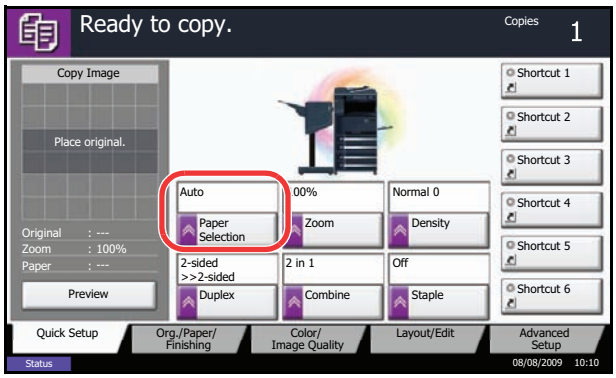
1 Press the **Copy** key when the **Copy** key/indicator is off.

NOTE: If the touch panel is turned off, press the **Energy Saver** key or the **Power** key and wait for the machine to warm up.



2 Place the originals on the platen or in the optional document processor.

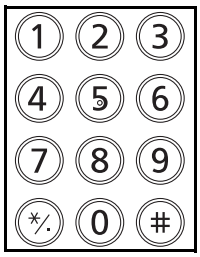
NOTE: For loading instructions, refer to *Loading Originals on page 2-32*.



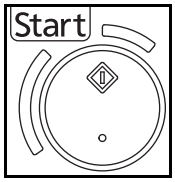
3 Check that [Auto] is selected of *Paper Selection* on the touch panel. Paper that matches the size of the original will be selected automatically.

To change the paper size, press, [Org./Paper/ Finishing], [Paper Selection] and select the desired paper source.

NOTE: Select paper size manually, if necessary, instead of using automatic paper selection.



4 Use the numeric keys to enter the copy quantity. Specify the desired number up to 999.



5 Press the **Start** key to start copying.

6 Remove the finished copies from the top tray.

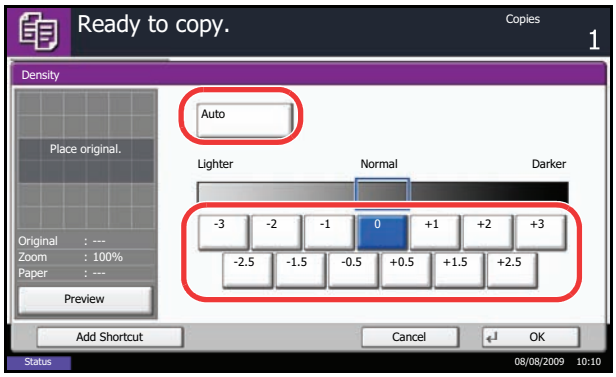
Adjusting Density

Use this procedure to adjust the density when copying.

Density Adjustment Option	Description
Manual	Adjust density using 7 or 13 levels.
Auto	Optimum density is selected according to the density of the original.

NOTE: You may choose Auto mode as the default setting (refer to *Density on page 8-18*).

The procedure for adjusting the density of copies is explained below.



1. Press the **Copy** key.
2. Place the originals on the platen.
3. Set the original on the platen and press [Image Quality] -> [Density].
4. Adjust density manually pressing [-3] (Lighter) to [+3] (Darker). You can change the density level [-3] (Lighter) to [+3] (Darker) in half-steps.

   To change density adjustment from Manual to Auto, press [Auto].
5. Press [OK].
6. Press the **Start** key. Copying begins.

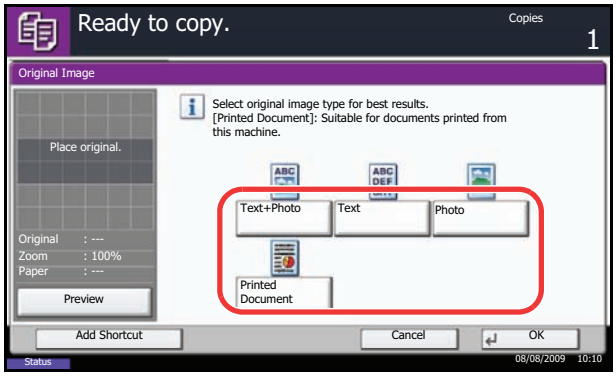
Selecting Image Quality

Select image quality suited to the type of original.

The table below shows the quality options.

Image Quality Option	Description
Text+Photo	For originals with both text and photographs.
Text	For originals primarily consisting of text.
Photo	For photos taken with a camera.
Printed Document	For documents printed from this machine.

The procedure for selecting the quality of copies is explained below.

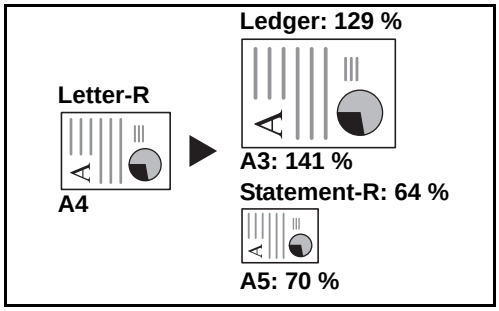


1. Press the **Copy** key.
2. Place the originals on the platen.
3. Set the original on the platen and press [Image Quality] -> [Original Image].
4. Select the image quality.
5. Press [OK].
6. Press the **Start** key. Copying begins.

Zoom Copying

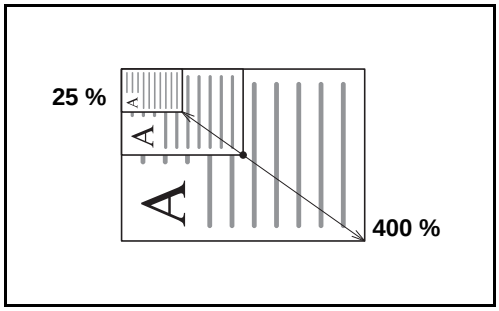
Adjust the magnification to reduce or enlarge the original image. The following zoom options are available.

Auto Zoom



Automatically reduces or enlarges the original image suitably to the selected paper size.

Manual Zoom



Manually reduces or enlarges the original image in 1% increments between 25% and 400%.

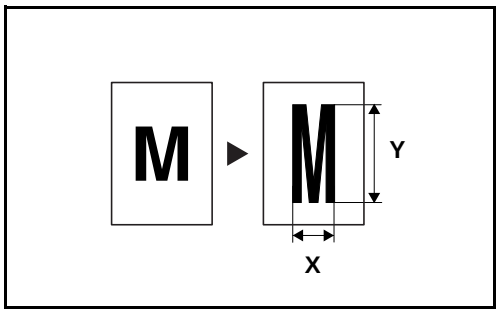
Preset Zoom

Reduces or enlarges at preset magnifications.

The following magnifications are available.

Model	Zoom Level (Original Copy)
Inch Models	100%, Auto, 400% (Max.), 200% (STMT >> Ledger), 154%(STMT >> Legal), 129% (Letter >> Ledger), 121% (Legal >> Ledger), 78% (Legal >> Letter), 77% (Ledger >> Legal), 64% (Ledger >> Letter), 50% (Ledger >> STMT), 25% (Min.)
Metric Models	100%, Auto, 400% (Max.), 200% (A5 >> A3), 141% (A4 >> A3, A5 >> A4), 127% (Folio >> A3), 106% (11×15" >> A3), 90% (Folio >> A4), 75% (11×15" >> A4), 70% (A3 >> A4, A4 >> A5), 50%, 25% (Min.)
Metric Models (Asia Pacific)	100%, Auto, 400% (Max.), 200% (A5 >> A3), 141% (A4 >> A3, B5 >> B4), 122% (A4 >> B4, A5 >> B5), 115% (B4 >> A3, B5 >> A4), 86% (A3 >> B4, A4 >> B5), 81%(B4 >> A4, B5 >> A5), 70% (A3 >> A4, B4 >> B5), 50%, 25% (Min.)

XY Zoom



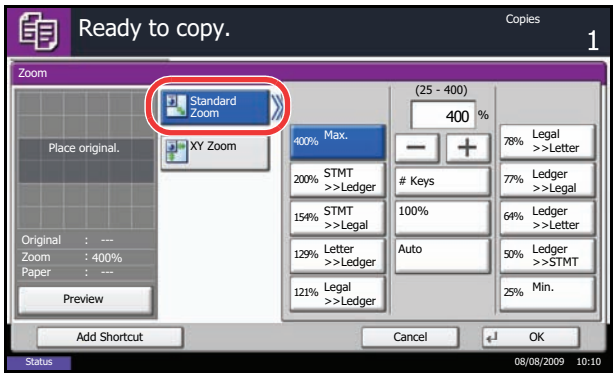
Select vertical and horizontal magnifications individually. Reduce or enlarge original images in 1% increments between 25% and 400%.

The procedure for using zoom copying is explained below.

1 Press the **Copy** key.

2 Place the originals on the platen.

3 Set the original on the platen and press [Layout/Edit] -> [Zoom].



4 Press [Standard Zoom] to use Auto Zoom.

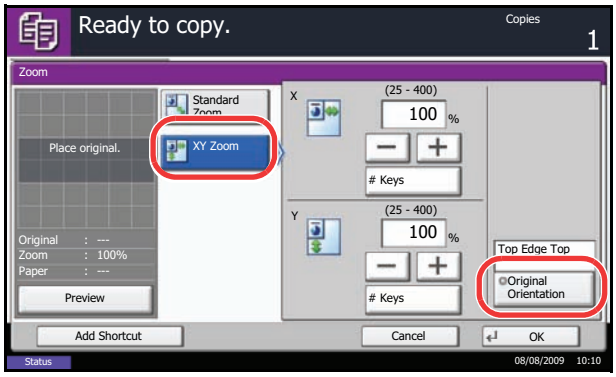
Press [+] or [–] to change the displayed magnification as desired. You can also enter the magnification directly using the numeric keys by pressing [# Keys].

When using Preset Zoom, select the key of desired magnification.

When using XY Zoom, press [XY Zoom].

Press [+] or [–] to change the displayed magnifications of X (horizontal) and Y (vertical). You can also enter the magnification directly using the numeric keys by pressing [# Keys].

Press [Original Orientation] to select orientation of the originals, either [Top Edge Top] or [Top Edge Left]. Then press [OK].



5 Press [OK].

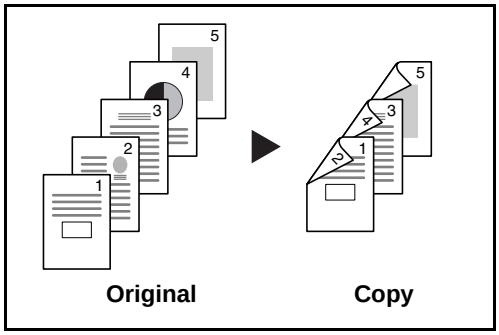
6 Press the **Start** key. Copying begins.

Duplex Copying

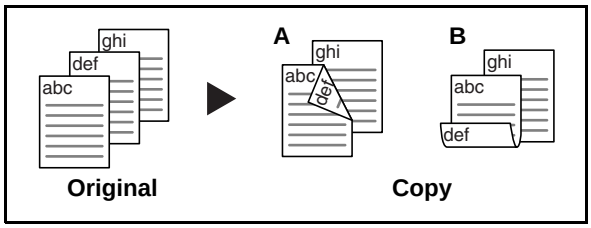
Produce two-sided copies. The following duplex options are available.

You can also create single-sided copies from two-sided originals or originals with facing pages such as books. The following modes are available.

One-sided to Two-sided



Produces two-sided copies from one-sided originals. In case of an odd number of originals, the back side of the last copy will be blank.

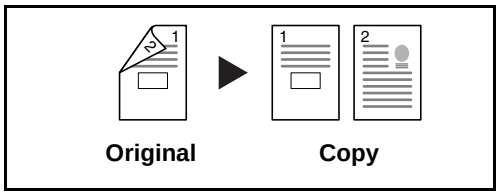


The following binding options are available.

A Original Left/Right to *Binding Left/Right*: Images on the second sides are not rotated.

B Original Left/Right to *Binding Top*: Images on the second sides are rotated 180°. Copies can be bound on the top edge, facing the same orientation when turning the pages.

Two-sided to One-sided

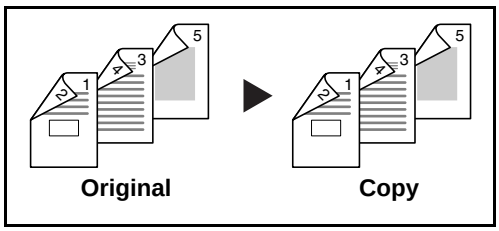


Copies each side of a two-sided original onto two individual sheets. The optional document processor is required.

The following binding options are available.

- *Binding Left/Right*: Images on the second sides are not rotated.
- *Binding Top*: Images on the second sides are rotated 180°.

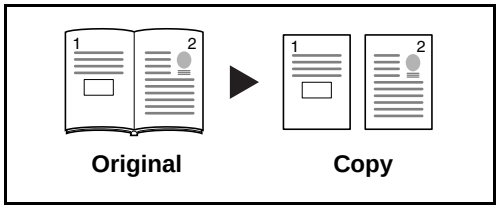
Two-sided to Two-sided



Produces two-sided copies from two-sided originals. The optional document processor is required.

NOTE: The paper sizes supported in Two-sided to Two-sided are Ledger, Legal, Letter, Letter-R, Executive, Statement-R, Oficio II, 8.5×13.5", A3, B4, A4, A4-R, B5, B5-R, A5-R and Folio.

Book to One-sided



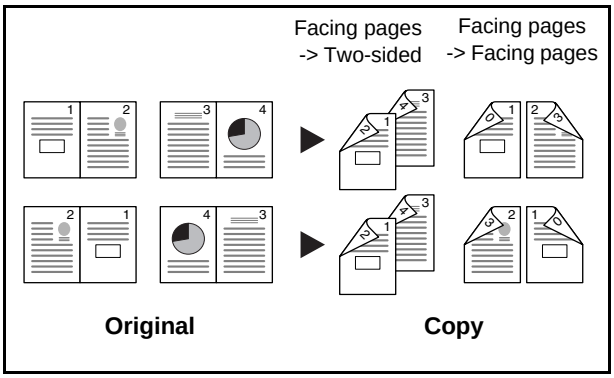
Produces a 1-sided copy of a 2-sided or open book original.

The following binding options are available.

- *Binding Left*: Originals with facing pages are copied from left to right.
- *Binding Right*: Originals with facing pages are copied from right to left.

NOTE: The following sizes of originals and paper are supported in Two-sided to One-sided and Book to One-sided. Original: Ledger, Letter-R, A3, B4, A4-R, B5-R, A5-R and 8K. Paper: Letter, A4, B5 and 16K. You may change paper size and reduce or enlarge copy to match that size.

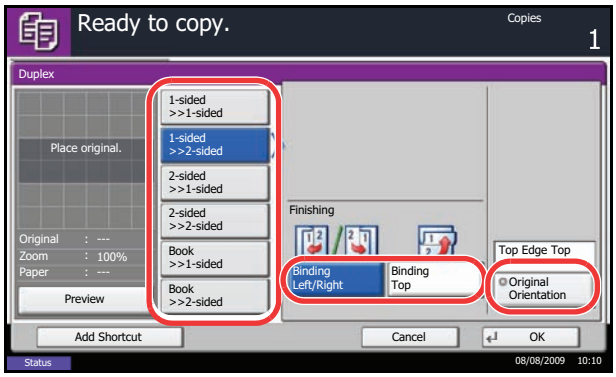
Book to Two-sided



Produces two-sided copies from an open book original with facing pages.

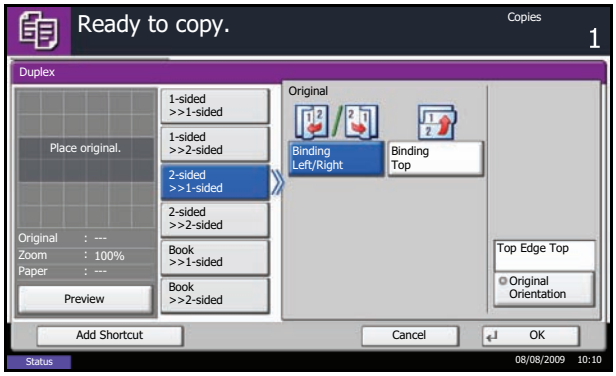
NOTE: The following sizes of originals and paper are supported in Book to Two-sided mode. Original: Ledger, Letter-R, A3, B4, A4-R, B5-R, A5-R and 8K. Paper: Letter, A4 and B5.

The procedure for using two-sided/duplex copying is explained below.



1. Press the **Copy** key.
2. Place the originals on the platen.
3. Press [Layout/Edit] and then [Duplex].
4. Select the desired Duplex option.
5. If you choose [1-sided>>2-sided] or [2-sided>>2-sided], select the binding edge of the finished copies of *Finishing*.

   If you choose [Book>>2-sided], press [Book>>2-sided] or [Book>> Book] of *Finishing* to select the setting for duplex.



6 If you choose [2-sided>>1-sided], [2-sided>>2-sided], [Book>>1-sided] or [Book>>2-sided], select the binding edge of the originals of *Original*.

7 Press [Original Orientation] to select orientation of the originals, either [Top Edge Top] or [Top Edge Left]. Then press [OK].

8 Press [OK].

9 Press the **Start** key.

Once an original placed on the platen is scanned, replace it with the next one. Then, press the **Start** key.

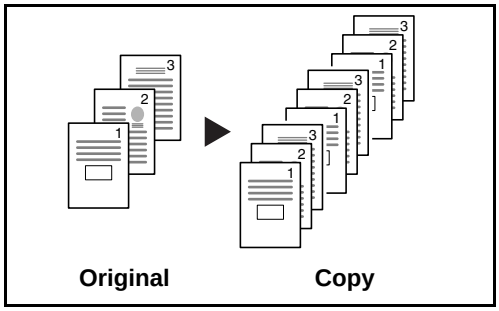
After scanning all originals, press [Finish Scan] to start copying.

Collate/Offset Copying

The machine can collate and offset at the same time as it copies.

You can use the Collate/Offset copy function for tasks such as those shown below.

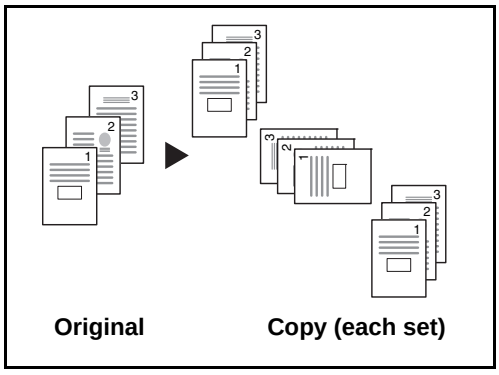
Collate



Scan multiple originals and deliver complete sets of copies as required according to page number.

Offset

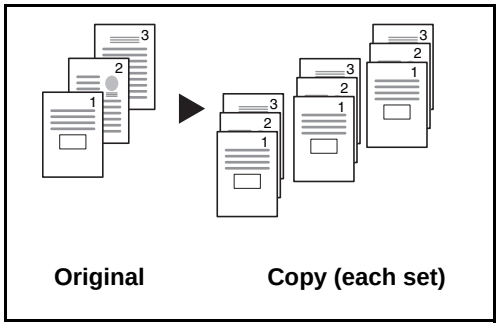
Without Document Finisher



If the optional document finisher is not installed, when you use offsetting, printed copies are produced after rotating each set (or page) by 90º.

NOTE: You need to load the same sized paper with different orientation in the paper source other than the selected paper source. The paper sizes supported in *Offset* are A4, B5, Letter and 16K.

With Document Finisher



When you use offsetting, printed copies are segregated after each set of copies (or after each page).

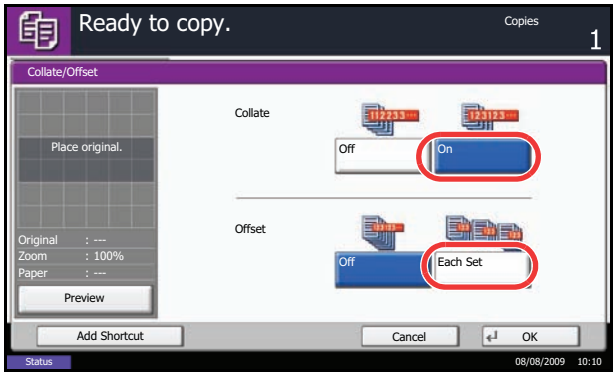
NOTE: The optional document finisher is required.

The procedure for using collate/offset copying is explained below.

1 Press the **Copy** key.

2 Place the originals on the platen.

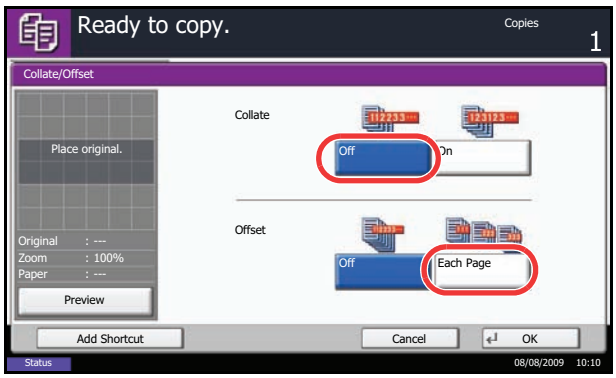
3 Press [Org./Paper/Finishing] and then [Collate/Offset].



4 To use collate copying, press [On] of *Collate*.

To use offset copying, press [Each Set] of *Offset*.

Press [OK].



If [Off] is selected for *Collate*, press [Off] or [Each Page] of *Offset*.

5 Press [OK].

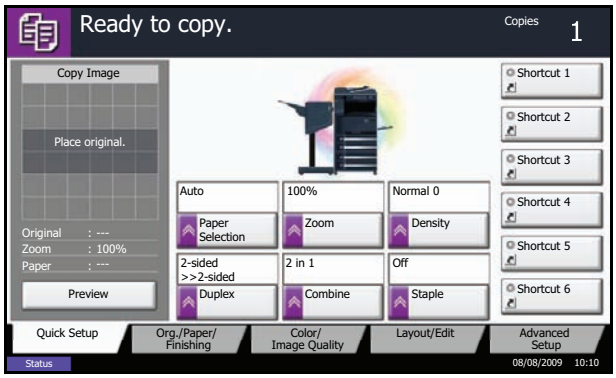
6 Press the **Start** key. Copying begins.

Reserve Next

This function allows you to reserve the next job during printing. Using this function, the original will be scanned while the machine is printing. When the current print job ends, the reserved copy job is printed. The procedure differs depending on the *Reserve Next Priority* (refer to *page 8-26*).

If *Reserve Next Priority* is set to [On]

The Copy function default screen appears on the touch panel during printing.



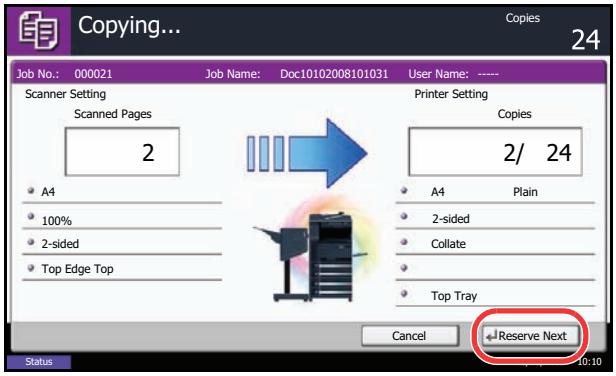
1 Place the originals onto the machine for reserving copy, and configure the copy settings.

2 Press the **Start** key.

The machine starts scanning the originals. When the current print job ends, the reserved copy job is printed.

If *Reserve Next Priority* is set to [Off]

The Copying screen appears on the touch panel during printing.



1 Press [Reserve Next].

The default screen for copying appears.

2 Place the originals onto the machine for reserving copy, and configure the copy settings.

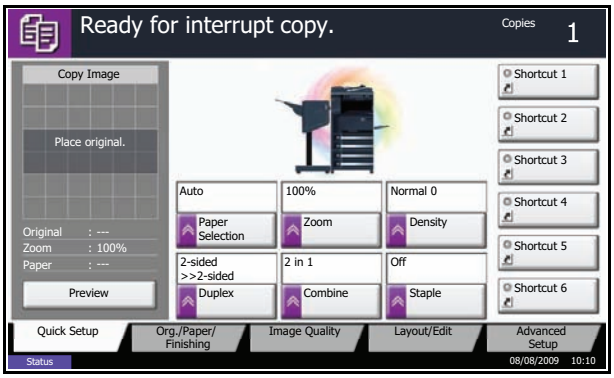
3 Press the **Start** key.

The machine starts scanning the originals. When the current print job ends, the reserved copy job is printed.

Interrupt Copy

This function allows you to pause the current jobs in progress when you need to make copies immediately. When interruption copy ends, the machine resumes the paused print jobs.

NOTE: You can change the delay until interrupt copying is cancelled. Change the delay as required. For more information, refer to *Interrupt Clear Timer on page 8-50*.



1 Press the **Interrupt** key.

Ready for interrupt copy. is displayed.

The current print job is temporarily interrupted.

2 Place the originals onto the machine for interrupt copy, and configure the copy settings.

3 Press the **Start** key to start interrupt copying.

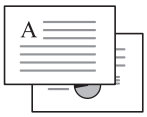
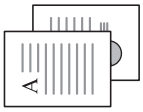
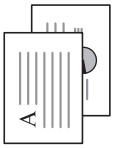
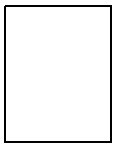
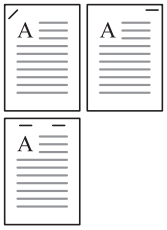
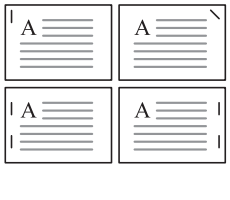
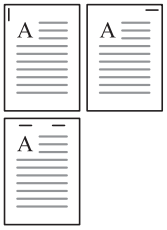
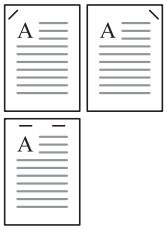
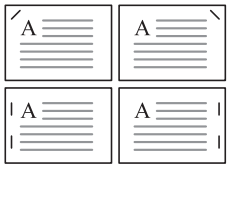
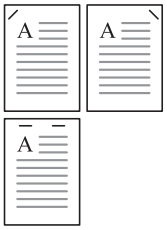
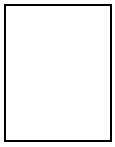
4 When interrupt copying ends, press the **Interrupt** key.
The machine resumes the paused print jobs.

Staple

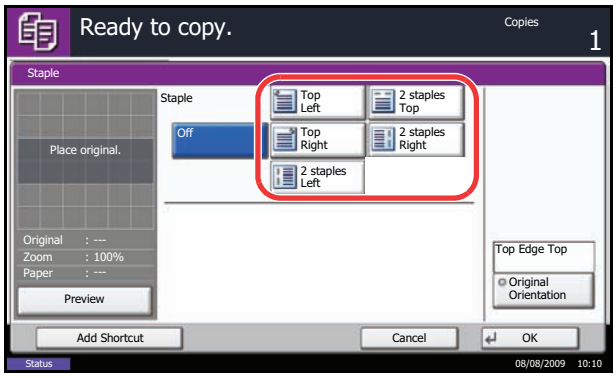
Use this feature to staple your finished copies.

NOTE: Stapling requires the optional built-in finisher or document finisher.

The following stapling options and orientations are available.

	Original Orientation: Top Edge (Back Edge)	Original Orientation: Top Edge (Back Edge)	Original Orientation: Left Top Edge (Left top corner)	Original Orientation: Left Top Edge (Left top corner)
				
Document Finisher Cassette Paper Load Direction 				
Document Finisher Cassette Paper Load Direction				
Built-in Finisher Cassette Paper Load Direction 				
Built-in Finisher Cassette Paper Load Direction				

Use the procedure below to produce stapled copies.

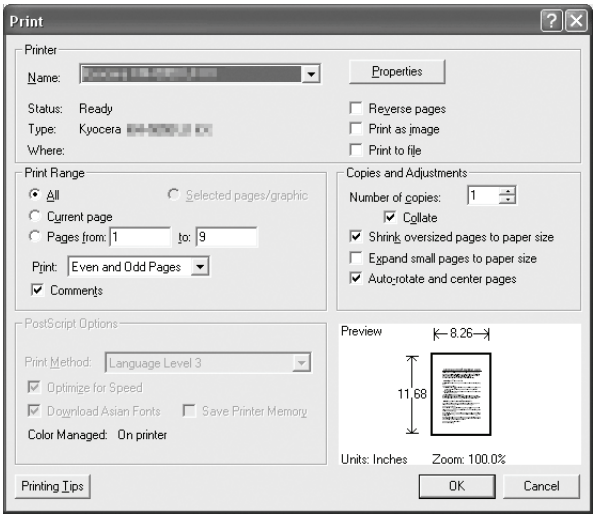


1. Press the **Copy** key.
2. Place the originals on the platen.
3. Press [Org./Paper/Finishing] and then [Staple].
4. Select the staple position.
5. Press [Original Orientation] to choose orientation of the originals, either [Top Edge Top] or [Top Edge Left]. Then press [OK].
6. Press [OK].
7. Press the **Start** key. Copying begins.

Printing - Printing from Applications

Follow the steps below to print documents from applications.

NOTE: To print the document from applications, install the printer driver on your computer from the supplied CD-ROM (Product Library).



1 Create a document using an application.

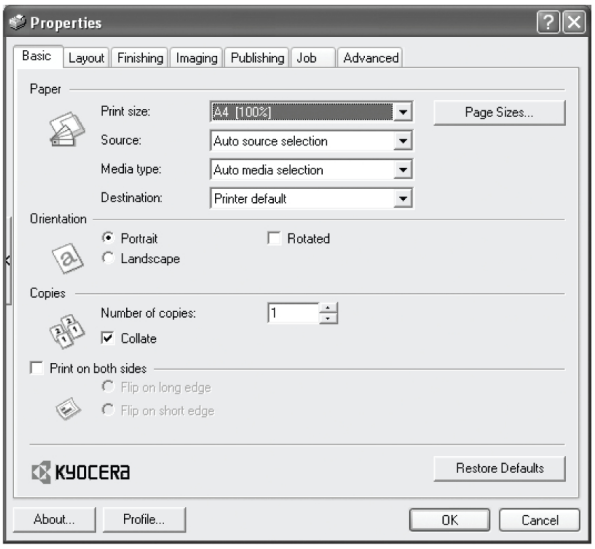
2 Click **File** and select **Print** in the application. The **Print** dialog box appears.

3 Click the ▼ button next to the Name field and select this machine from the list.

4 Enter the desired print quantity in the **Number of copies** box. Enter any number up to 999.

When there is more than one document, select **Collate** to print out one by one in the sequence of the page numbers.

5 Click **Properties** button. The **Properties** dialog box appears.



6 Select the **Basic** tab and click **Page Size** button to select the paper size.

To print on the special paper such as thick paper or transparency, click the **Media Type** menu and select the media type.

7 Click **Source** and select the paper source.

NOTE: If you choose **Auto Select**, paper is supplied automatically from the paper source loaded with paper of optimum size and type. To print on special paper such as envelope or thick paper, place it on the multi purpose tray and select **MP Tray**.

8 Select paper orientation, either **Portrait** or **Landscape**, to match the orientation of the document.

Selecting **Rotate 180°** will print the document rotated 180°.

9 Click **OK** button to return to the **Print** dialog box.

10 Click **OK** button to start printing.

Sending

This machine can send a scanned image as an attachment to an E-mail message or to a PC linked to the network. In order to do this, it is necessary to register the sender and destination (recipient) address on the network.

A network environment which enables the machine to connect to a mail server is required. It is recommended that a Local Area Network (LAN) be used to assist with transmission speed and security issues.

At the same time as you send a scanned image, you can also print the image or send it to the Document Box.

To use the Scanning Function perform the following steps:

- Program the settings, including the E-mail setting on the machine.
- Use Embedded Web Server (the internal HTML web page) to register the IP address, the host name of the SMTP server, and the recipient.
- Register the destination in the Address Book or One Touch keys.
- When the PC Folder (SMB/FTP) is selected, it is necessary to share the destination folder. For setting-up the PC Folder, contact your administrator.
- Creating/Registering a Document Box (when a Document Box is selected as the destination)
- Detailed transmission settings (to select a Document Box as the destination or to print and send the image at the same time)

Follow the steps below for basic sending. The following four options are available.

- Send as E-mail: Sends a scanned original image as an E-mail attachment...page 3-22
- Send to Folder (SMB): Stores a scanned original image in a shared folder of any PC...page 3-23
- Send to Folder (FTP): Stores a scanned original image in a folder of an FTP server...page 3-23
- Send to Document Box: Sends a document stored in a document box on this machine...page 6-6
- Image Data Scanning with TWAIN / WIA: Loads the document data stored in a Custom Box to a PC...Refer to the *TWAIN/WIA Driver Operation Guide*

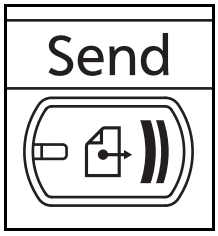
NOTE: Different sending options can be specified in combination. Refer to *Sending to Different Types of Destinations (Multi Sending) on page 3-30*.

Send as E-mail

Sends a scanned original image as an E-mail attachment.

NOTE:

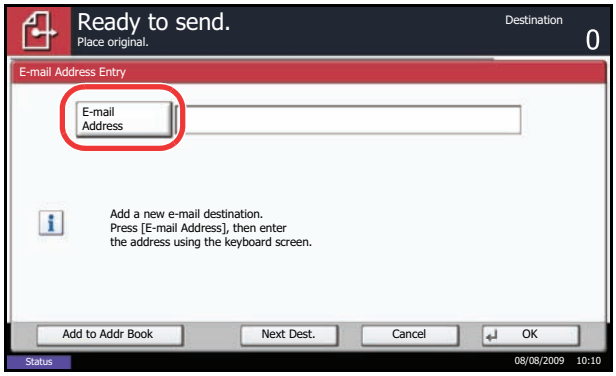
- You must have a network environment in which this machine can connect to a mail server. It is recommended that the machine be used in an environment in which it can connect to the mail server at any time over a LAN.
- Access the Embedded Web Server beforehand and specify the settings required for sending e-mail. For details, see *Embedded Web Server (Settings for E-mail) on page 2-18*.



1 Press the **Send** key.

Displays the screen for sending.

NOTE: Depending on the settings, the address book screen may appear. In this event, press [Cancel] to display the screen for sending.



2 Press [E-mail Addr Entry] and then [E-mail Address].

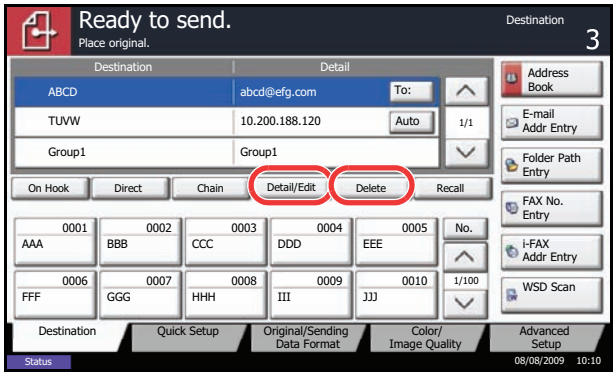
NOTE: Destination can be specified using the Address Book or the One Touch Keys. Refer to *Specifying Destination on page 3-28*.

3 Enter destination E-mail address and press [OK].

4 Press [Next Dest.] and repeat steps 3 to specify the destination. Up to 100 E-mail addresses can be specified.

NOTE: When [Add to Addr Book] is displayed, the destinations are registered in the Address Book.

5 Press [OK]. The destinations are registered in the destination list.



6 Check the destination list.

Select a destination and press [Detail/Edit] to check and edit it.

Select a destination and press [Delete] to remove the destination from the list.

NOTE: When selecting [On] for Entry Check for New Destination (*page 8-30*), the confirmation screen appears. Enter the same destination again and press [OK].

When selecting [On] for Destination Check before Send (*page 8-29*), the confirmation screen appears after pressing the **Start** key. For details, refer to *Confirmation Screen of Destinations on page 3-27*.

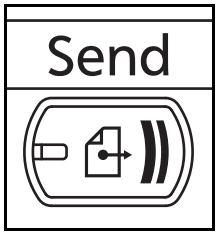
Send to Folder (SMB)/Send to Folder (FTP)

Stores a scanned original image file in the specified shared folder of any PC.

Stores a scanned original image in a folder of an FTP server.

NOTE:

- Refer to Help of your operating system for details on how to share a folder.
- Be sure that **SMB Protocol** or **FTP** in the Embedded Web Server is *On*. For details, refer to the *Embedded Web Server Operation Guide*.



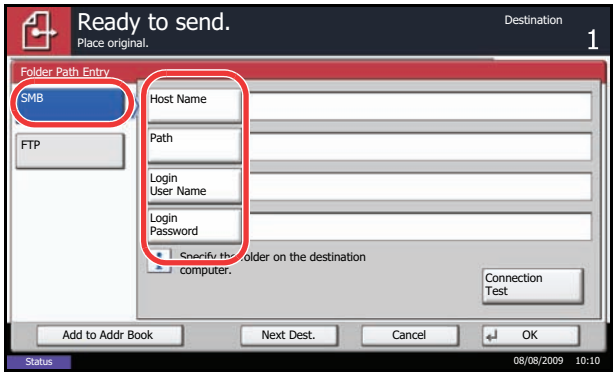
1 Press the **Send** key.

Displays the screen for sending.

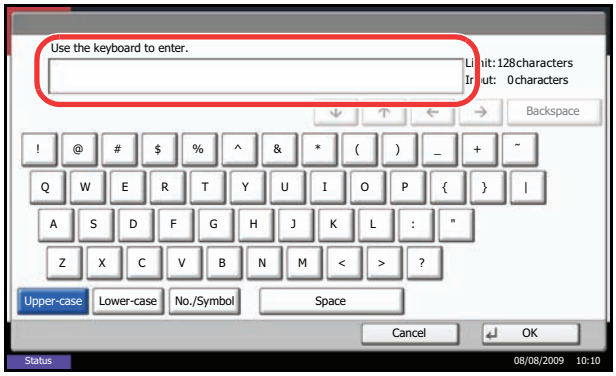
NOTE: Depending on the settings, the address book screen may appear. In this event, press [Cancel] to display the screen for sending.

2 Press [Folder Path Entry] and then [SMB] or [FTP].

NOTE: Destination can be specified using the Address Book or the One Touch Keys. For details, refer to *Specifying Destination on page 3-28*.



3 Enter host name, path, login user name and login password. Press the key of each item to first display the entry screen.



4 Enter the destination data and press [OK].

Data to be entered are as follows.

NOTE: You will be unable to send the data if you forget your login user name or login password. Contact your administrator and check your login user name or login password.

For send to folder (SMB)

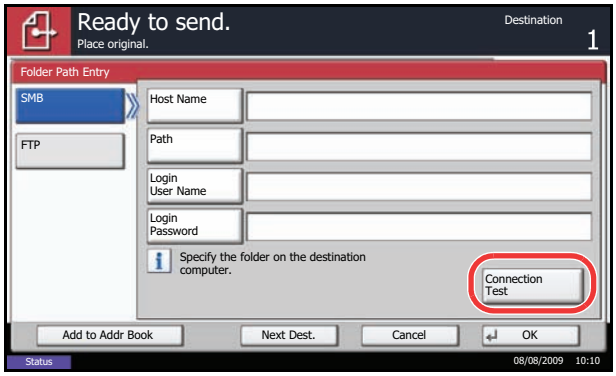
Item	Data to be entered	Max. characters
Host Name*	Host name or IP address of the PC to receive the data.	Up to 64 characters
Path	Path to the receiving folder such as follows. For example, *User**ScanData*.	Up to 128 characters
Login User Name	User name to access the PC For example, *abcdnet\james.smith*	Up to 64 characters
Login Password	Password to access the PC	Up to 64 characters

* To specify a port number different from the default (139), enter using the format “host name: port number” (e.g., SMBhostname:140).
To enter the IPv6 address, enclose the address in brackets [ ].
(e.g., [3ae3:9a0:cd05:b1d2:28a:1fc0:a1:10ae]:140)

For send to folder (FTP)

Item	Data to be entered	Max. characters
Host Name*	Host name or IP address of FTP server	Up to 64 characters
Path	Path to the receiving folder. For example, *User**ScanData*. Otherwise the data will be saved in the home directory.	Up to 128 characters
Login User Name	FTP server login user name	Up to 64 characters
Login Password	FTP server login password	Up to 64 characters

* To specify a port number different from the default (21), enter using the format “host name: port number” (e.g., FTPhostname:140).
To enter the IPv6 address, enclose the address in brackets [ ].
(e.g., [3ae3:9a0:cd05:b1d2:28a:1fc0:a1:10ae]:140)



5 Upon completion of all entries, press [Connection Test] to check the connection.

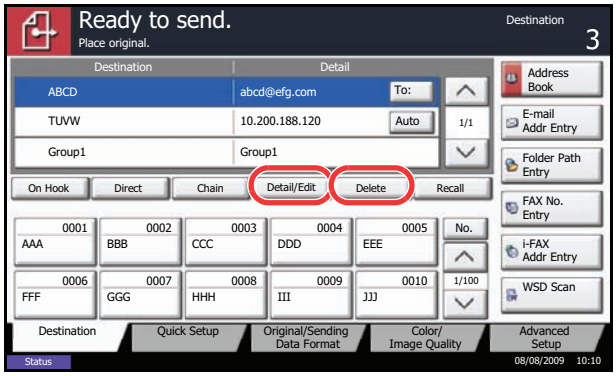
NOTE: *Connected.* appears when connection to the destination is correctly established. If *Cannot connect.* appears, review the entry.

To specify another destination, go to the step 6. To specify only one destination, go to step 7.

6 Press [Next Dest.] and repeat steps 3 to 5 to specify the destination. You can specify a combined total of up to 10 FTP and SMB destination folders.

NOTE: When [Add to Addr Book] is displayed, the entry is registered in the Address Book.

7 Press [OK] to register the entry in the destination list.



8 Check the destination list.

Select a destination and press [Detail/Edit] to check and edit it. Edit it, if necessary, referring to steps 3 to 5.

Select a destination and press [Delete] to remove the destination from the list.

NOTE: When *On* is selected in *FTP Encrypted TX (page 5-31)*, keys appear for selecting the encryption method for the FTP transmission destination. Select *Auto*, *DES*, *3DES* or *AES* as the encryption method.

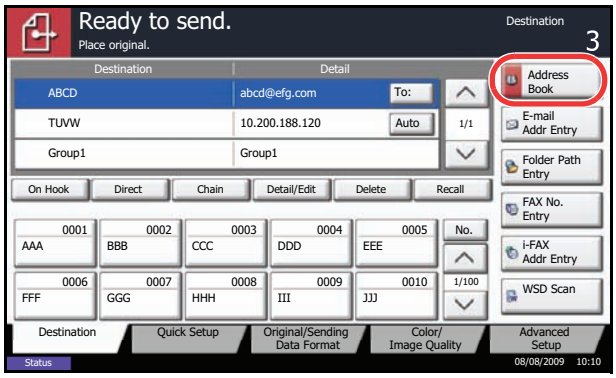
When selecting [On] for Entry Check for New Destination (*page 8-30*), the confirmation screen appears. Enter the same host name and path again, and press [OK].

When selecting [On] for Destination Check before Send (*page 8-29*), the confirmation screen appears after pressing the **Start** key. For details, refer to *Confirmation Screen of Destinations on page 3-27*.

Confirmation Screen of Destinations

When selecting [On] for Destination Check before Send (*page 8-29*), the confirmation screen of destinations appears after pressing the **Start** key.

Follow the steps below to confirm the destinations.



1 Press [∨] or [∧] to confirm every destination.

Press [Detail] to display the detailed information on the selected destination.

To delete the destination, select the destination you want to delete and press [Delete]. Press [Yes] in the confirmation screen. The destination is deleted.

To add the destination, press [Cancel] and then return to the destination screen.

2 Press [Check].

NOTE: Be sure to confirm every destination by displaying them on the touch panel. You cannot press [Check] unless you have confirmed every destination.

3 Press the **Start** key to start sending.

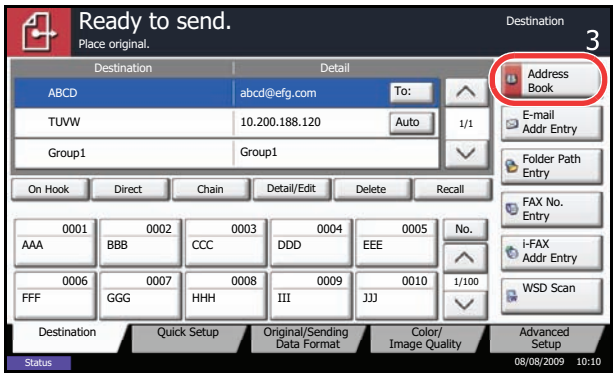
Specifying Destination

When specifying destination, choose from the Address Book or use the One Touch Keys.

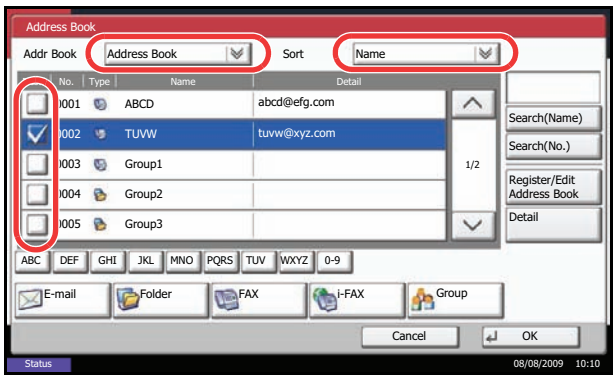
NOTE: You can set the machine up so that the address book screen appears when you press the **Send** key. For details, refer to *Setting the Default Send Screen on page 8-30*.

Choosing from the Address Book

Select a destination registered in the Address Book.



1 In the basic screen for sending, press [Address Book].



2 Press the checkbox to select the desired destination from the list. You may choose multiple destinations. The selected destinations are indicated by a checkmark in the check box. To use an address book on the LDAP server, select [Ext Address Book] from the *Addr Book* pull-down menu.

You can change the order in which the destinations are listed by selecting [Name] or [No.] from the *Sort* pull-down menu.

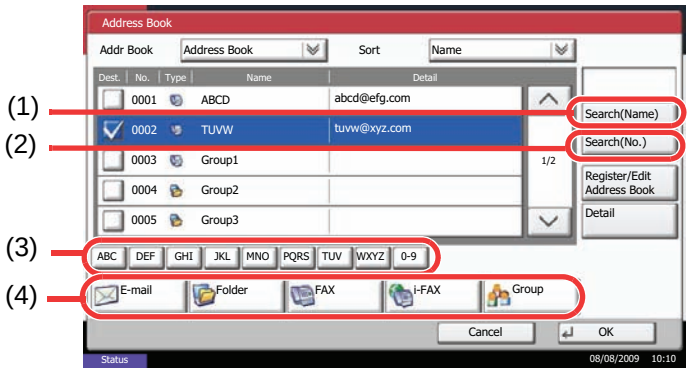
NOTE: To cancel the selection, press the check box and remove the checkmark. For details on the external address book, refer to *Embedded Web Server Operation Guide*.

3 Press [OK] to register the selected destination in the destination list.

NOTE: To delete a destination in the list, select the destination and press [Delete].

Destination Search

Destinations registered in the Address Book can be searched.
Advanced search by type or by initial letter is also available.



Keys used	Search type	Subjects searched
1	Search by name	Search by registered name.
2	Search by address number	Search by registered address number.
3	Advanced search by initial letter	Advanced search by initial letter of registered name.
4	Advanced search by destination	Advanced search by type of registered destination (E-mail, Folder (SMB/FTP), FAX, i-FAX or Group). (FAX: Only when the optional fax kit is installed.i-FAX: Only when the optional internet fax kit is installed). You can set this function up so that destination types are selected when the address book is displayed. For more information, refer to *Narrow Down Settings on page 8-57*.

The procedures for using the different search modes are explained below.

Search by name

Press [Search(Name)] and enter the required name.

Search by address number

Press [Search(No.)] and enter the address number you wish to search.

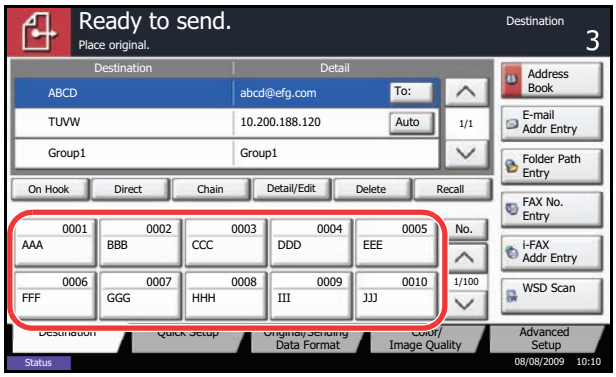
Advanced search by initial letter

Press the key for the required initial letter.

Advanced search by destination

Press any of [E-mail], [Folder], [FAX], [i-FAX] or [Group]. The destinations registered by that type are displayed.

Choosing by One Touch Key

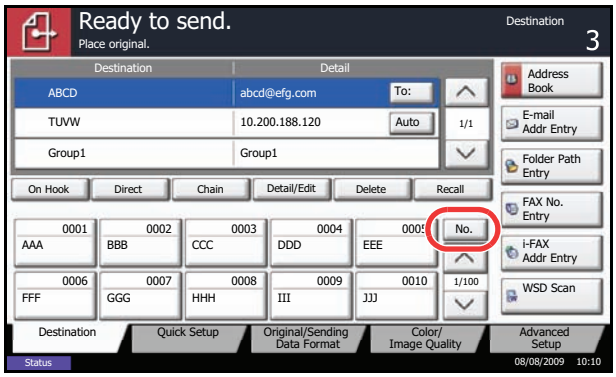


Select the destination using the One Touch Keys.

In the basic screen for sending, press the One Touch Keys where the destination is registered.

NOTE: If the One Touch Keys for the desired destination is hidden on the touch panel, press [⌄] or [⌃] to scroll and view next or previous One Touch Keys.
This procedure assumes that One Touch Keys have already been registered.
Refer to *Adding a Destination on One Touch Key on page 8-55* for more information on adding One Touch keys.

Choosing by Speed Dial



Access the destination by specifying the 4-digit (0001 to 1000) One Touch Key number (speed dial).

In the basic screen for sending, press the **Quick No. Search** key or [No.] and use the numeric keys to enter the **One Touch** key number in the numeric entry screen.

NOTE: if you entered the speed dial in 1 to 3-digit, press [OK].

Sending to Different Types of Destinations (Multi Sending)

You can specify destinations that combine e-mail addresses, folders (SMB or FTP) and fax numbers (optional). This is referred to as *Multi Sending*. This is useful for sending to different types of destination (e-mail addresses, folders, etc.) in a single operation.

No. of broadcast items	E-mail	: Up to 100
	Folders (SMP, FTP)	: Total of 10 SMB and FTP
	FAX	: Up to 500
	i-FAX	: Up to 100

Also, depending on the settings, you can send and print at the same time.

Procedures are the same as used in specifying the destinations of respective types. Continue to enter E-mail address or folder path so that they appear in the destination list. Press the **Start** key to launch transmission to all destinations at one time.

Using Document Box

What is Document Box?

Document Box is an area in the hard disk in which you can save documents for later retrieval or sharing among multiple users.

Document Box contains four types of component boxes which provide the following functions.

Custom Box...page 6-2

Custom Box is a component box which you can create within the Document Box and store data for later retrieval. You can create or delete a Custom Box, and manipulate data in various ways as described below:

- Creating a box...page 6-2
- Storing Documents in a Custom Box...page 6-4
- Printing a Document in a Custom Box...page 6-5
- Sending a Document from a Custom Box...page 6-6
- Moving/ Copying /Joining Documents in a Custom Box...page 6-8
- Deleting Documents in a Custom Box...page 6-11

Job Box

Job Box holds temporary or permanent print data for use with job options including Private Print, Stored Job, Quick Copy, Proof and Hold, Repeat copy and Form Overlay which will be discussed later.
Four individual Job Boxes corresponding to these job options are already provided in the Document Box.

These Job Boxes cannot be created or deleted by a user.

NOTE: You can set up the machine so that temporary documents in job boxes are automatically deleted. For details, refer to *Automatic Delete Setting for Temporary Documents on page 6-17*.

Private Print/Stored Job Box...page 6-12

In Private Printing, you can specify that a job is not printed until you release the job at the operation panel. When sending the job from the application software, specify a 4-digit access code in the printer driver.

The job is released for printing by entering the access code on the operation panel, ensuring confidentiality of the print job.

The data will be deleted upon completion of print job or after the main power switch is turned off.

In Hold Job, access codes are not mandatory, but can be set on the printer driver if printing with PIN security is required. In this event, you need to enter the access code to print the stored jobs. Print data will be stored in the hard disk after printing. This will allow printing of the same print data repeatedly.

Quick Copy/Proof and Hold Box...page 6-13

Quick Copy feature facilitates additional prints of a document already printed.

Activating Quick Copy and printing a document using the printer driver allow the print data to be stored in the Quick Copy Job Box.

When additional copies are required, you can reprint the required number of copies from the operation panel.

By default, up to 32 documents can be stored.

When power is turned off, all stored jobs will be deleted.

NOTE: When you attempt to store documents in excess of the above maximum, the oldest document data will be overwritten by the latest document data.

The Proof and Hold feature produces only a single proof print of multiple-print job and holds printing of the remaining copies.

Printing a multiple-print job in Proof and Hold using the printer driver allows only a single copy to be printed while maintaining the document data in the Job Box.

To continue to print the remaining copies, use the operation panel.

You can change the number of copies to print.

Repeat Copy Box...page 6-15

Repeat Copy feature stores the copied original document data in the Job Box and allows you to print additional copies later.

By default, up to 32 documents can be stored.

When power is turned off, the original data will be deleted.

NOTE: Repeat Copy function is not available when the optional Data Security Kit is installed.

Form for Form Overlay Box...page 6-17

Image Overlay feature copies the original document overlaid with a form or image.

This Job Box is used to store the forms or images for overlaying.

Removable Memory Box

A USB memory inserted into the USB memory slot (A1) of the machine is also recognizable as a Job Box. This allows printing of the PDF data stored in the USB memory.

You can print PDF data directly from the USB memory without a PC.

Image files scanned using this machine can also be saved to USB memory in the PDF, TIFF, JPEG, XPS or high compression PDF format (Scan to USB).

Fax Box

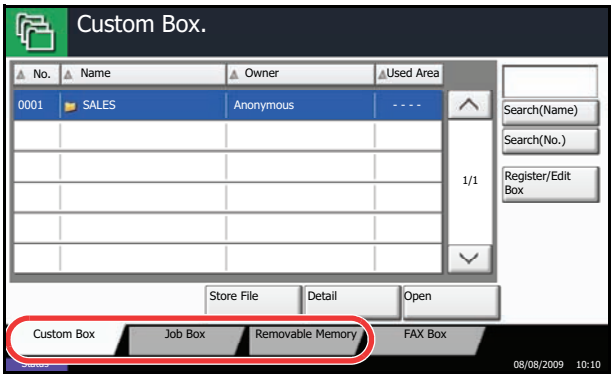
Fax Box stores the fax data received. For details, refer to the *Operation Guide* supplied with the fax kit.

Basic Operation for Document Box

This section explains basic operations for document boxes, using examples where tasks are carried out with custom boxes.

NOTE: In the following explanation, it is assumed that user login administration is enabled. For details on User Logon privileges, refer to *User Privileges on page 3-38*.

The basic procedure for using document boxes is explained below.



1 Press the **Document Box** key.

The default document box screen appears.

2 Press [Custom Box], [Job Box] or [Removable Memory] to select the type of document box you want to work with.

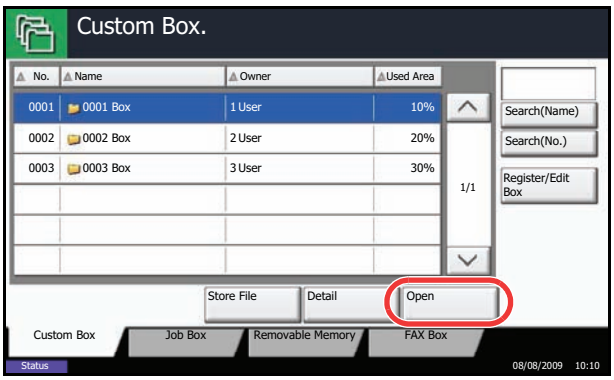
In this example, press [Custom Box].

The box list screen appears.

You can use this screen for tasks such as registering and editing boxes. For more information on using the box list, refer to *Custom Box List on page 3-34*.

NOTE: For more information on registering boxes, refer to *Creating a New Custom Box on page 6-2*.

You cannot access boxes if you forget your password. In this event, access the machine using administrator privileges and overwrite your box password.



3 Select the box containing the document you want to work with and press [Open].

The document list screen appears.

You can use this screen for tasks such as printing and sending documents. For more information on using the document list, refer to *Document List on page 3-35*.

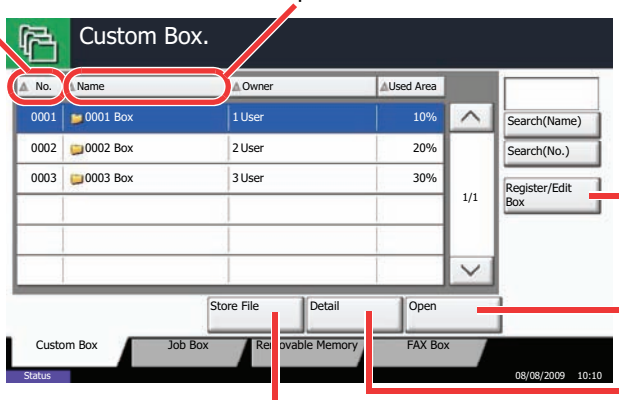
NOTE: If a custom box is protected by a password, enter the correct password.

Custom Box List

The box list shows the registered custom boxes. The custom boxes can be listed by box number or by box name. You can manipulate the list in a range of ways, as shown below.

Listing the boxes by number in ascending/ descending order.

Listing the boxes by name in alphabetical order.



Registers new boxes and checks, modifies or deletes box information.

Opens the selected box.

Displays the details for the selected box.

Saves the document in the selected box.

Document List

The document list is a list of the documents stored in the custom box. Documents can be listed either by name or as thumbnails. The list can be used as shown below.

List

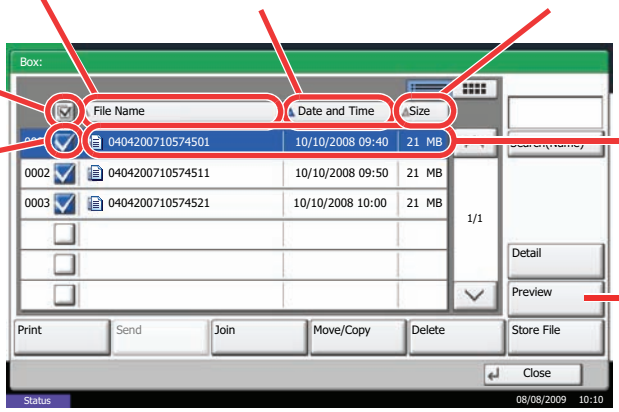
Listing the documents by name in alphabetical order.

Listing the documents by time of update in ascending/descending order.

Listing the documents by size in ascending/descending order.

Selecting more than one document at a time.

Selecting documents by checking checkboxes.



Highlighting a document to display its details with [Detail].

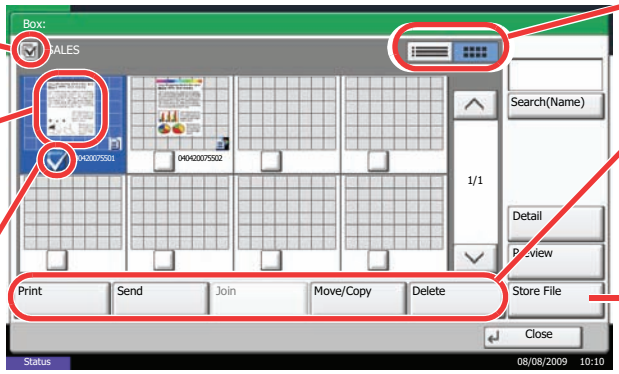
Previews the selected document.

Thumbnail

Selecting more than one document at a time.

Highlighting a document to display its details with [Detail].

Selecting documents by checking checkboxes.



Switches between list display and thumbnail display.

Prints, sends, joins, moves, copies or deletes the selected documents.

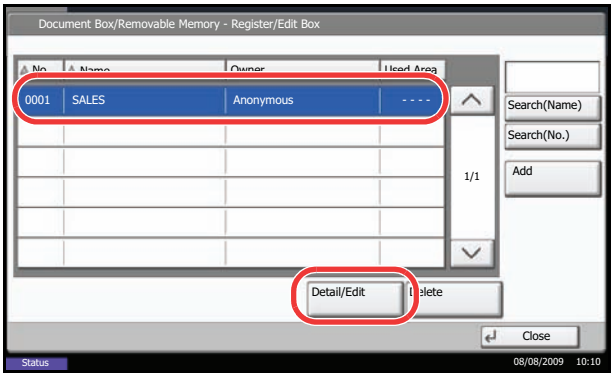
Saves the document in the open box.

NOTE: You can select multiple documents by pressing the respective document checkboxes. However, note that you cannot select multiple documents when you are sending documents.

Viewing/Editing Box Details

You can check and modify box information.

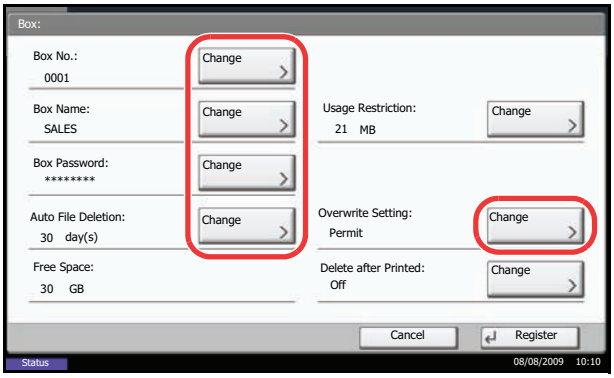
Use the procedure below.



1 Press [Register/Edit Box] in the box list screen.

2 Highlight the box whose details you wish to check or edit and press [Detail/Edit].

NOTE: If a custom box is protected by a password, enter the correct password.



3 Check the box details.

To edit details, press [Change] of the detail you wish to edit. Edit the detail as desired and press [OK].

4 If you have changed the details, press [Register] and then press [Yes] in the confirmation screen.

If you did not change the details, press [No].

5 Press [Close]. The display returns to the default Document Box screen.

Previewing Documents/Checking Document Details

You can use this function to preview the documents stored in a document box or display the document details for checking.

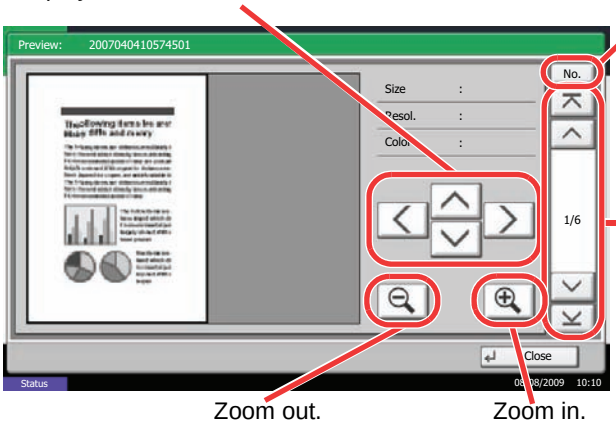
Use the procedure below.

1 Select (highlight) a document to preview and then press [Preview] or [Detail].

2 Preview the document or check the document details.

The operations available in the preview screen are shown below.

When you have zoomed in, you can use these keys to move the displayed area.



3 When you have finished previewing documents or checking document details, press [Close].

User Privileges

When user login administration is enabled, accessibility to the Document Box components will vary depending on the given user privilege.

Accessibilities vary depending on user privilege as follows:

Accessibility / Access level			Administrator	User
Operation	Creating a box		Yes	No
	Changing box owner		Yes	No
	Deleting a box	Others	Yes	No
		Owner	Yes	Yes
Box information	Changing box number	Others	Yes	No
		Owner	Yes	No
	Renaming a box	Others	Yes	No
		Owner	Yes	Yes
	Changing the password to a box	Others	No	No
		Owner	Yes	Yes
	Overwriting the password to a box	Others	Yes	No
		Owner	Yes	No
	Adjusting the box capacity	Others	Yes	No
		Owner	Yes	No
	Changing the owner	Others	Yes	No
		Owner	Yes	No
	Changing the permission	Others	Yes	No
		Owner	Yes	Yes
	Changing the period of using a box	Others	Yes	No
		Owner	Yes	Yes

Restricting the Accessibility to a Box

The accessibility to a Custom Box differs depending on the level of privileges as follows:

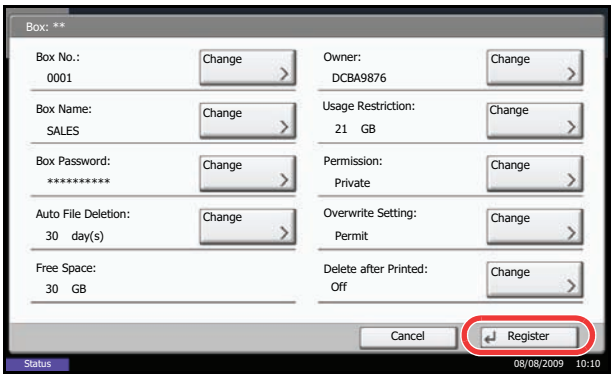
Administrator: An administrator can gain access and manipulate all boxes.
User: A user can gain access and manipulate his/her own boxes and the shared boxes.

Password Entry Requirement

When user login administration is enabled, requirement of a password differs depending on the level of privileges as follows:

Administrator:	The administrator is not required to enter a password to gain access to any box.
User:	The user is required to enter a password to gain access to a box which is protected by a password. The user is not required to enter a password to gain access to his/her own boxes.

Creating new Custom Boxes when user login administration is enabled

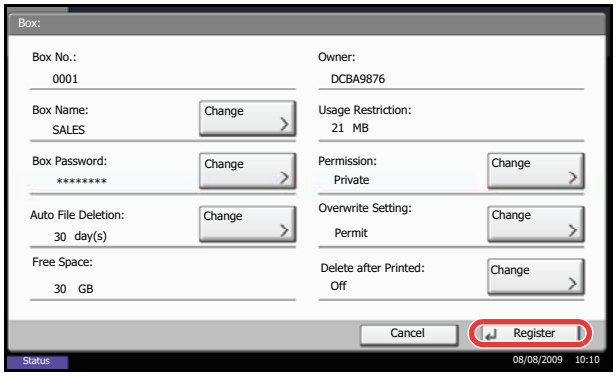


If you create a new Custom Box when user login administration is enabled, the screen appears and you can change the owner and permission settings. Only administrators and machine administrators can create new Custom Boxes.

Changing the owner:	Press [Change] of *Owner* and select the new owner for the box from the displayed list. Then press [OK].
Changing the permission:	Press [Change] of *Permission* and select either [Private] or [Shared]. Then press [OK].

NOTE: For information on specifying other settings, refer to *Creating a New Custom Box on page 6-2*.

Working With User Privileges When User Login Administration is Enabled



When user login administration is enabled, the owner of a box with user privileges set can change the following box information: the box name, the box password, the permission, the auto file deletion and the overwrite setting.

NOTE: It is assumed that a custom Document Box has already been created and registered.
For information on creating/registering Document Boxes, refer to *Creating a New Custom Box on page 6-2*.

Canceling Jobs

Follow the steps below to cancel any print or send job being executed.

Canceling Jobs

You can also cancel jobs by pressing the **Stop** key.

Printing jobs

1 Press the **Stop** key.

Cancelling job screen appears.

The current print job is temporarily interrupted.

2 Select the job you wish to cancel and press [Cancel]. And then press [Yes] in the confirmation screen.

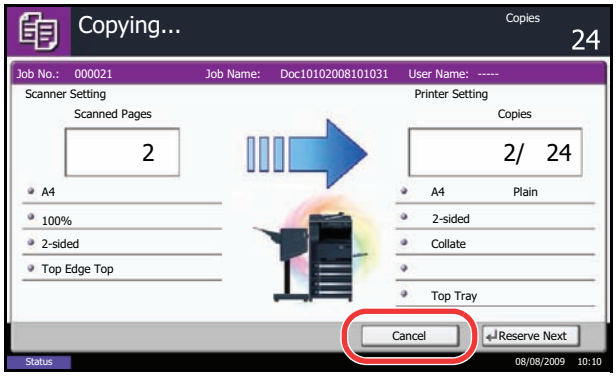
Sending jobs

1 Press the **Stop** key.

Job Cancel appears.

NOTE: Pressing the **Stop** key will not temporarily stop a job that you have already started sending.

2 To cancel printing, select [Cancel], and then press [Yes] in the confirmation screen.



NOTE:

If *Reserve Next Priority* (refer to *page 8-26*) is set to [Off]

The Copying screen appears in the touch panel during printing.

1 Press the **Stop** key or [Cancel].

The current print job is cancelled.

Quick Setup Screen

In the initial screen for copying and sending (the screen which appears immediately after the **Copy** or **Send** key is first pressed after power-on), important and generally often used functions are registered from among the versatile functions of this machine. This initial screen is called *Quick Setup* Screen. Registration of functions in the Quick Setup Screen can be adjusted to suit your work environment for better efficiency.

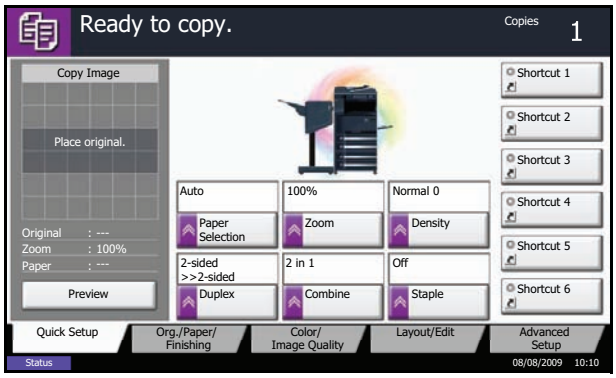
Functions Available for Registration in the Quick Setup Screen

Default registrations and the functions available for registration are as follows.

Function	Default Registration	Functions Available for Registration
Copying	1: Paper Selection 2: Zoom 3: Density 4: Duplex 5: Combine 6: Staple	• Paper Selection • Zoom • Density • Duplex • Combine • Staple • Original Orientation • Collate/Offset • Original Image • Original Size • Continuous Scan
Sending	1: Zoom 2: Scan Resolution 3: FAX TX Resolution 4: Density 5: 2-sided/Book Original 6: File Format	• Zoom • Scan Resolution • FAX TX Resolution • Density • 2-sided/Book Original • File Format • Original Size • Sending Size • Original Orientation • Original Image • Color Selection • Continuous Scan

Function		Default Registration	Functions Available for Registration
Document Box	Document Storage	1: Color Selection 2: Resolution 3: Density 4: 2-sided/Book Original 5: Original Orientation 6: Original Image	• Color Selection • Resolution • Density • 2-sided/Book Original • Original Orientation • Original Image • Original Size • Zoom • Continuous Scan • Storing Size
	Sending From Box	1: File Format 2: Delete after Transmitted 3: FAX TX Resolution 4: Sending Size	• File Format • Delete after Transmitted • FAX TX Resolution • Sending Size
	Printing From Box	1: Paper Selection 2: Delete after Printed 3: Collate/Offset 4: Duplex 5: Staple 6: Combine	• Paper Selection • Delete after Printed • Collate/Offset • Duplex • Staple • Combine

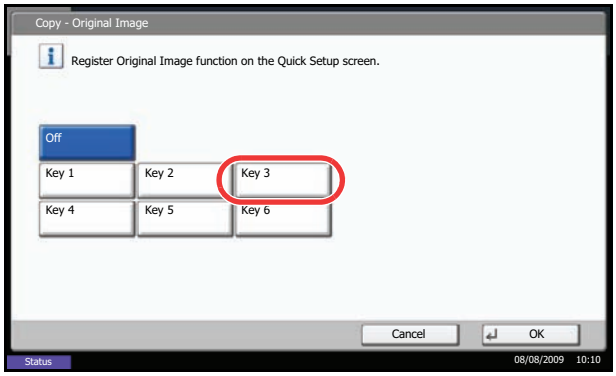
Changing Registration



The following procedure is one example for replacing the registration of *Density* with *Original Image* in the *Quick Setup* Screen for copying.

1 Press the **System Menu** key.

2 Press [Copy], [Next] of *Quick Setup Registration*, and then [Change] of *Original Image*.



3 Press [Key 3] here as the key to set replacement location.

4 Press [OK]. A confirmation screen appears. Press [Yes]. The Original Image Quality function will be newly registered.

Program (Copying and Sending)

By registering sets of frequently used functions as a single program, you can simply press the program number as needed to recall those functions. You can also name the programs for easy identification when recalling.

NOTE: Sending operation can be registered in the program as well. Up to 50 functions combining copying and sending can be registered in the program.

If user login administration is enabled, you can only register functions by logging in with administrator privileges.

Registering Programs

Use the procedure below to register a program.

The following procedure is an example of registering the copying function.

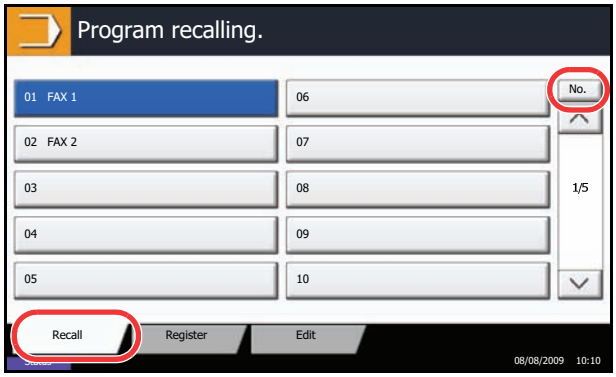
1. Press the **Program** key while the copy mode is accessed.
2. Press [Register] and press a number (01 to 50) for the program number.
   If entering Program screen from the Copy screen or Send screen, go to step 4.

NOTE: If you select a program number already registered, the currently registered functions can be replaced with a new set of functions.

3. Check that [Copy] is selected, and press [Next].
4. Enter the new program name and press [Register] to register the program.

Recalling Programs

Use the procedure below to recall a registered program.



1. Press the **Program** key.
2. Press [Recall] and press the key corresponding to the program number (01 to 50) to recall. Press the **Quick No. Search** key or [No.] to enter the program number directly for recalling.

NOTE: If the program cannot be recalled, the Document Box or the form overlay specified in the program might have been deleted. Check the Document Box.

3 Place the originals and press the **Start** key. Copying is performed according to the registered program.

Editing and Deleting Programs

You can change program number and program name, or delete program.

Use the procedure below to edit or delete a program.

1 Press the **Program** key.

2 Press [Edit] and press the key(s) corresponding to the program number (01 to 50) to change or delete.

3 To edit a program, use the procedure for registering a program and press [Change]. Then change the program number and program name and press [Register]. Choose [Yes] in the confirmation screen to change the program.

To delete the program, press [Delete this Program]. Choose [Yes] in the confirmation screen to finally delete the program.

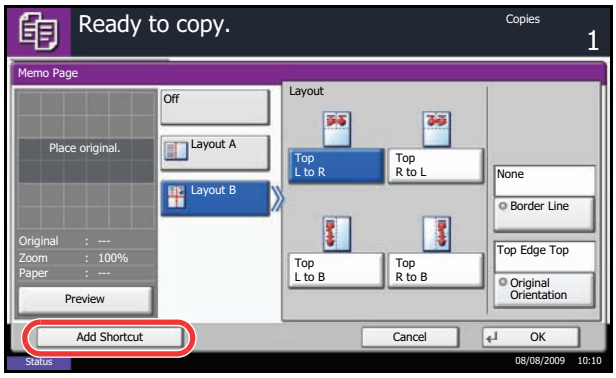
Registering Shortcuts (Copy, Send, and Document Box Settings)

Add shortcuts in the Quick Setup screen for easy access to the frequently used functions. A function name linked to a registered shortcut can be changed as necessary. You can register up to 6 shortcuts for copying functions, sending functions, and functions set for document box.

Adding Shortcuts

Shortcut registration is performed in the setup screen of each function. Shortcuts can be registered for all functions in which [Add Shortcut] appears on the screen.

Use the procedure below to register a shortcut.



1 After making the desired settings in the setup screen of each function, press [Add Shortcut].

2 Press the keys corresponding to the shortcut number (01 to 06) to register.

NOTE: If you select a shortcut number already registered, the currently registered shortcut can be replaced with a new one.

3 Enter the shortcut name and press [Register] to add the shortcut.

Editing and Deleting Shortcuts

Follow the steps as below to change shortcut number/name or delete shortcut.

1 In the setup screen of each function, press [Add Shortcut] in the bottom of the screen.

2 Press [Edit] and press the keys corresponding to the shortcut number (01 to 06) to change or delete.

3 To edit a shortcut, press [Change] to change the shortcut button number and name and press [OK] and then [Register]. Choose [Yes] in the confirmation screen to change the shortcut.

To delete the shortcut, press [Delete this Shortcut]. Choose [Yes] in the confirmation screen to delete the shortcut.

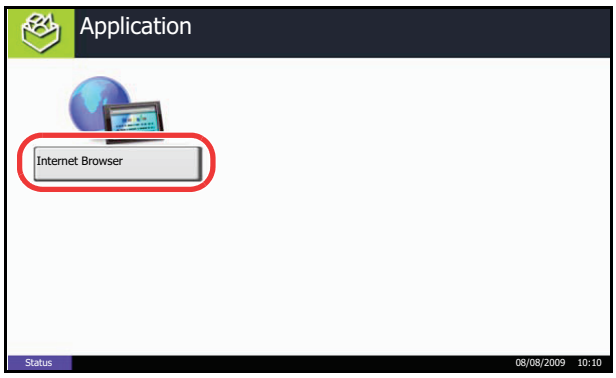
Using the Internet Browser

This section explains how to use the Internet browser.

NOTE: To use the internet browser, internet browser must be set to [On] in *Internet Browser Setting on page 8-58*.

Launching and Exiting the Browser

Use the procedure below to launch and exit the Internet browser.



1 Press the **Application** key.

The application list screen appears.

2 Press [Internet Browser].

The Internet browser starts up.

3 Use the browser screen to browse web pages.

For information on how to use the browser screen, refer to *Using the Browser Screen on page 3-48*.

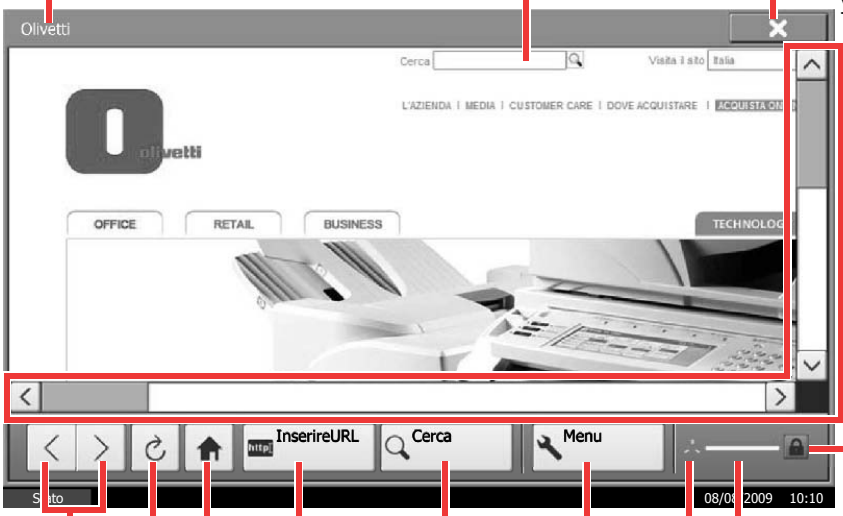
4 To exit the browser, press [X] (Close) and then press [Yes] in the exit confirmation screen.

The application list screen reappears.

NOTE: You can specify preferences such as the way the Internet browser screen is displayed. For details, refer to *Internet Browser Setup (page 8-58)*.

Using the Browser Screen

The operations available in the Internet browser screen are shown below.



Search box
Pressing the text box displays a keyboard. You can then perform a search by entering a keyword and pressing the [Search].

Title bar
Displays the page title.

Close
Closes the Internet browser and returns you to the application list screen.

Scroll bars
These allow you to scroll the displayed page up, down, left and right by pressing [∧], [∨], [〈] or [〉] or by moving one of the slide bars with your finger.

Security lock icon
Displayed when you are viewing a protected page.

Loader/Progress bar
Shows the status of page loading. When the browser is loading a web page, the loader changes to an animated display.

Menu
Displays the browser setup menu. You can use this menu to specify the browser's display magnification, set the text encoding scheme and check the server certificate.

Search (Search Internet/Retrieval in page)
Displays a search menu in which you can select [Retrieval in page] or an Internet search site.

Search Internet:	Use the selected search site to search with the entered keyword.
Retrieval in page:	Search from the entered keyword in the currently displayed page. You can continue your search by pressing [SearchUp] or [SearchDown].

Enter URL
Use this display a desired web page by entering the URL for that page.

Home page
Displays your specified home page. You can set your home page in the *Browser Preferences on page 8-58*.

Reload
Updates the page.

Back/Forward
Displays the previous page or the next page.

NOTE: Pressing the **Reset** key while the Internet browser is displayed will exit the browser and return you to the application list screen without displaying the browser exit

4 Copying Functions

This chapter explains the functions available for copying.

- Original Size....4-2
- Paper Selection....4-4
- Mixed Sized Originals....4-7
- Original Orientation....4-10
- Output Destination....4-12
- Combine Mode....4-13
- Margin/Centering Mode....4-15
- Border Erase....4-17
- Booklet from Sheets....4-19
- Cover Mode....4-21
- Form Overlay....4-22
- Page Numbering....4-23
- Memo Mode....4-25
- Image Repeat/Double Copy....4-27
- EcoPrint....4-29
- Sharpness Adjust....4-30
- Continuous Scan....4-31
- Auto Image Rotation....4-32
- Negative Image....4-32
- Mirror Image....4-33
- Job Finish Notice....4-34
- File Name....4-35
- Priority Override....4-35
- Repeat Copy....4-36

Original Size

Specify the size of originals being scanned. Be sure to specify the original size when copying non-standard sizes.

The following options are available.

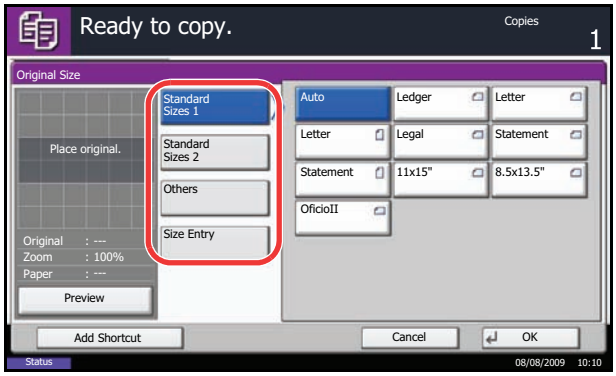
Item	How to Select	Sizes
Standard Sizes 1	Have the size of original detected automatically, or select from the standard sizes.	Inch models: Auto, Ledger, Legal, Letter, Letter-R, Statement, Statement-R, 8.5×13.5", Oficio II and 11×15"
		Metric models: Auto, A3, B4, A4, A4-R, B5, B5-R, A5, A5-R, B6, B6-R, A6-R and Folio
Standard Sizes 2	Select from the standard sizes not included in the Standard Sizes 1.	Inch models: A3, B4, A4, A4-R, B5, B5-R, A5, A5-R, B6, B6-R, A6-R, Folio, 8K, 16K and 16K-R
		Metric models: Ledger, Legal, Letter, Letter-R, Statement, Statement-R, 8.5×13.5", Oficio II, 11×15", 8K, 16K and 16K-R
Others	Select from envelope, postcard or the custom sized originals*.	Hagaki, Oufuku Hagaki, Custom 1 to 4
Size Entry	Enter the size not included in the standard sizes 1 and 2**.	Inch models Horizontal: 2 to 17" (in 0.01" increments), Vertical: 2 to 11.69" (in 0.01" increments)
		Metric models Horizontal: 50 to 432 mm (in 1 mm increments), Vertical: 50 to 297 mm (in 1 mm increments)

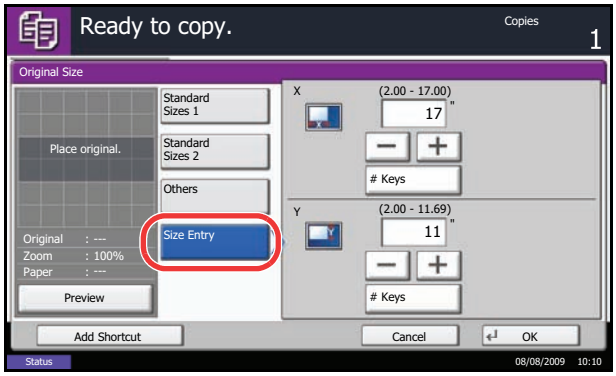
* For instructions on how to specify the custom original sizes (Custom 1 to 4), refer to *Custom Original Size Setup on page 8-4*.

** The input units can be changed in the System menu. Refer to *Switching Unit of Measurement on page 8-11*.

Use the procedure below to select the original size.

1. Press the **Copy** key.
2. Place the originals on the platen.
3. Press [Org./Paper/Finishing] and then [Original Size].





4 Press [Standard Sizes 1], [Standard Sizes 2], [Others] or [Size Entry] to select the original size.

If [Size Entry] is selected, press [+] or [-] to specify the horizontal size (X) and the vertical size (Y). Press [# Keys] to enter the size directly using the numeric keys.

5 Press [OK].

6 Press the **Start** key to start copying.

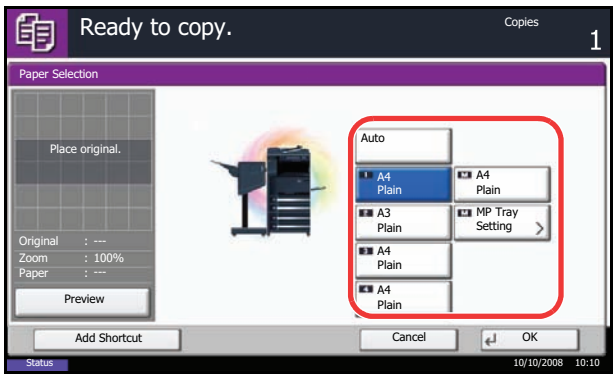
Paper Selection

Select the paper source that contains the required paper size.

NOTE: Specify in advance the size and type of the paper loaded in the cassette (refer to *Original/Paper Settings on page 8-4*).

Selecting the Cassette

Use the procedure below to select the paper supply cassette.



1. Press the **Copy** key.
2. Place the originals on the platen.
3. Press [Org./Paper/Finishing] and then [Paper Selection].
4. Press the key of the paper source corresponding to the required paper size. The cassette in which the paper is loaded is selected.

   If [Auto] is selected, the paper matching the size of the original is selected automatically.
5. Press [OK].
6. Press the **Start** key to start copying.

Selecting the Multi Purpose Tray

Change the paper size and media type.

The available paper sizes and media types are shown in the table below.

Category	Item	How to Select	Sizes
Paper Size	Standard Sizes 1	Choose from the standard size.	Inch models: Ledger, Legal, Letter, Letter-R, Statement, 8.5×13.5", Oficio II and Executive
			Metric models: A3, B4, A4, A4-R, B5, B5-R, A5-R, B6, B6-R, A6-R and Folio
	Standard Sizes 2	Choose from the standard sizes not included in the Standard Sizes 1.	Inch models: A3, B4, A4, A4-R, B5, B5-R, A5-R, B6-R, A6-R, Folio, 8K, 16K and 16K-R
			Metric models: Ledger, Legal, Letter, Letter-R, Statement, 8.5×13.5", Oficio II, Executive, 8K, 16K and 16K-R
	Others	Choose from non-standard sizes and custom sizes.	ISO B5, Envelope #10 (Commercial #10), Envelope #9 (Commercial #9), Envelope #6 (Commercial #6 3/4), Envelope Monarch, Envelope DL, Envelope C5, Envelope C4, Hagaki, Oufuku Hagaki, Youkei 4, Youkei 2 and Custom 1 to 4*
	Size Entry	Enter the size not included in the standard sizes 1 and 2**.	Inch models Horizontal: 5.83 to 17" (in 0.01" increments), Vertical: 3.86 to 11.69" (in 0.01" increments)
			Metric models Vertical: 98 to 297 mm (in 1 mm increments), Horizontal: 148 to 432 mm (in 1 mm increments)
Media Type	Plain (105 g/m^2 or less), Transparency, Rough, Vellum (64 g/m^2 or less), Labels, Recycled, Preprinted***, Bond, Cardstock, Color, Prepunched***, Letterhead***, Thick (106 g/m^2 or more), Envelope, High Quality, Custom 1 to 8***		

* For instructions on how to specify the custom paper sizes (Custom 1 to 4), refer to *Adding a Custom Size and Media Type for Paper to Print on page 8-4*.

** The input units can be changed in the System menu.
Refer to *Switching Unit of Measurement on page 8-11*.

*** For instructions on how to specify the custom paper types 1 to 8, refer to *Paper Weight on page 8-7*.
To print on preprinted or prepunched paper or on letterhead, refer to *Special Paper Action on page 8-10*.

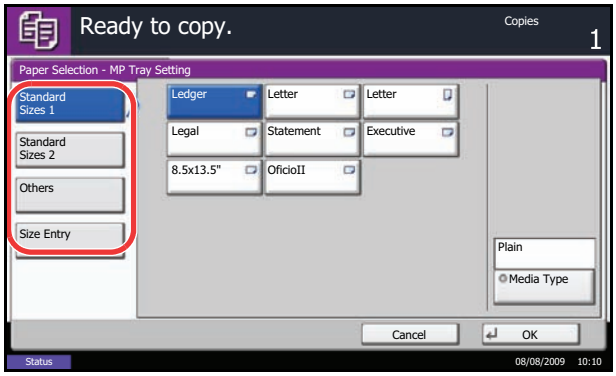
NOTE: You can conveniently select in advance the size and type of paper that will be used often and set them as default (refer to *Paper Size and Media Type Setup for Multi Purpose Tray on page 8-6*).

Use the procedure below to select the paper size and media type.

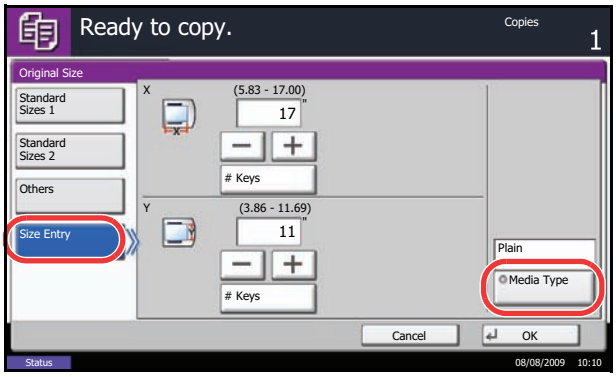
1 Press the **Copy** key.

2 Place the originals on the platen.

3 Press [Org./Paper/Finishing], [Paper Selection] and then [MP Tray Setting].



4 Press [Standard Sizes 1], [Standard Sizes 2], [Others] or [Size Entry] to select the paper size.



If you select [Size Entry], press [+] or [–] to specify *X* (horizontal) and *Y* (vertical) sizes. You can enter the size directly using the numeric keys after pressing [# Keys].

5 Press [Media Type].

6 Select paper type, and press [OK].

7 Press [OK].

8 Press [OK].

9 Press the **Start** key to start scanning the originals.

10 When the machine is ready, the confirmation screen for the specified paper appears. Load the required paper in the multi purpose tray and press [Continue] to start copying.

Mixed Sized Originals

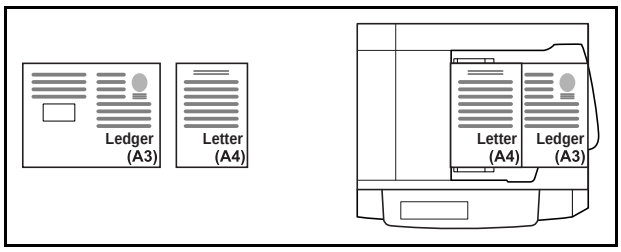
Using the optional document processor, the originals of different sizes can be loaded in a batch and copied. In this operation, up to 30 originals of different sizes can be placed in the document processor at the same time.

Supported Combinations of Originals

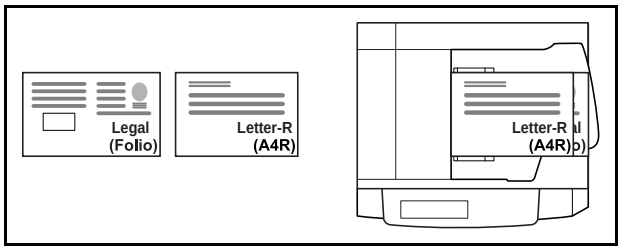
Originals of the Same Width

The supported combinations of originals are as follows.

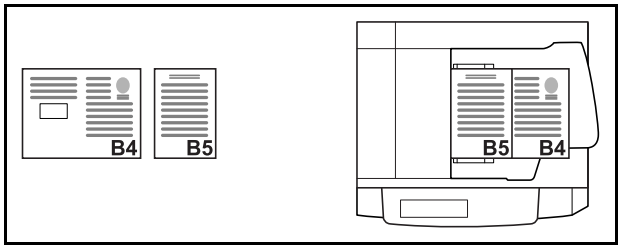
Ledger and Letter (A3 and A4)



Ledger and Letter-R (Folio and A4-R)



B4 and B5

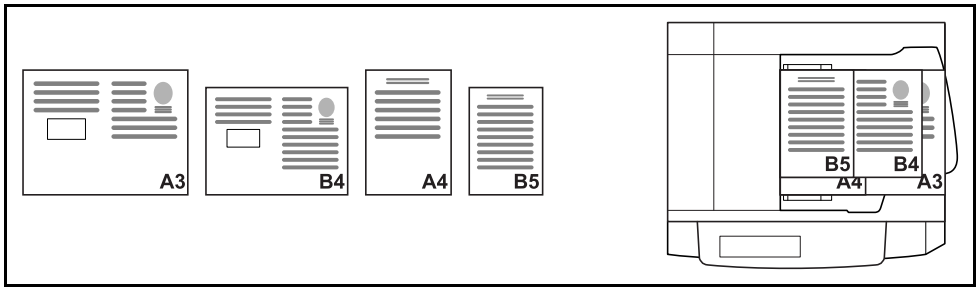


Originals of Different Widths

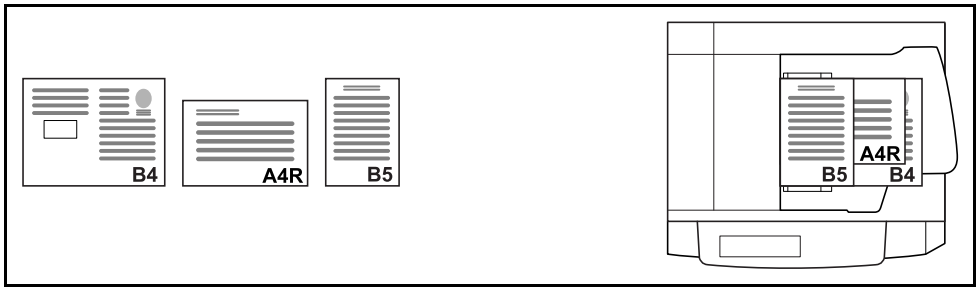
Place all originals of different widths. The supported combinations of originals are as follows.

NOTE: When mixing the original sizes as using the following combination: Folio, A4-R, and B5-R, make sure to set the **System Menu** key -> *Common Settings* -> *Original / Paper Settings* -> *Original Auto Detect* to [On] for [Folio].
For more information, refer to *Automatic Detection of Originals (Available for metric models only) on page 8-9*.

A3, B4, A4 and B5



B4, A4-R and B5



Folio, A4-R and B5-R

Selecting How to Copy Originals

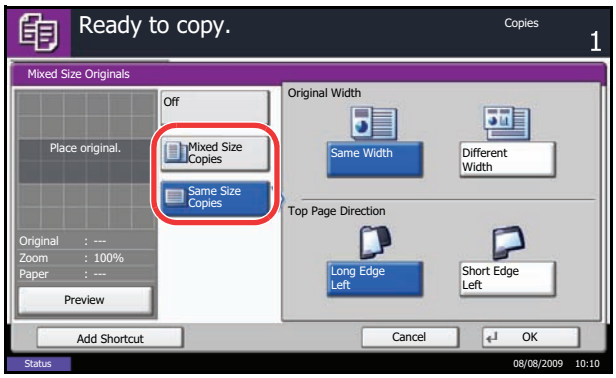
Select whether you wish to create individual copies on different size paper matching the original sizes or to produce all copies on the same size paper.

NOTE: This function is available regardless of whether originals have the same width or not.

The table below shows the finished document sizes for the different original size options.

Option	Description
Mixed Size Copies	Originals are detected individually for size and copied to the same size paper as originals.
Same Size Copies	Originals are all copied to the same size paper.

Use the procedure below to copy mixed size originals.



1. Press the **Copy** key.
2. Place originals on the document processor.

IMPORTANT: When placing originals of different widths, be sure to flush them against the document width guide toward the back of the machine.

3. Press [Org./Paper/Finishing] and then [Mixed Size Originals].
4. Select [Mixed Size Copies] or [Same Size Copies] as finish size.
5. Select the combination of originals from [Same Width] and [Different Width].
   When [Same Size Copies] is selected, select [Long Edge Left] or [Short Edge Left] as the first original orientation.
6. Press [OK].
7. Press the **Start** key to start copying.

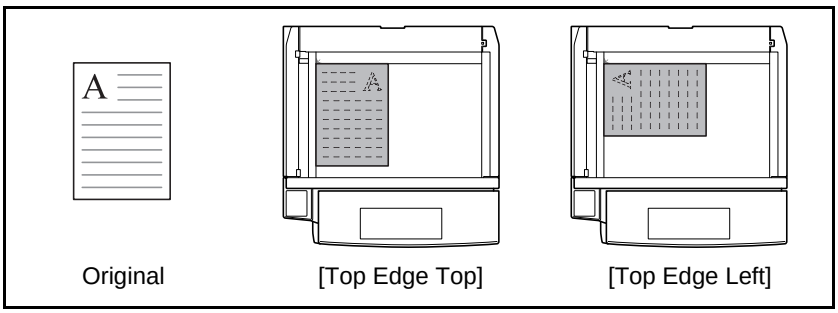
Original Orientation

Select the original orientation to use the following functions.

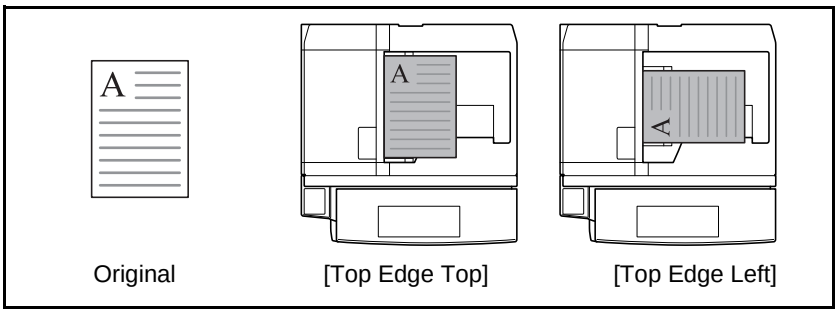
- Zoom (XY Zoom)
- Duplex
- Margin/Centering originals
- Border erase
- Combine mode
- Memo mode
- Page numbering
- Booklets
- Stapling (optional feature)

* If [On] is selected as the *Orientation Confirmation on page 8-14* setting in the System Menu, the selection screen for original orientation appears when you select any of the above functions.

When placing originals on the platen

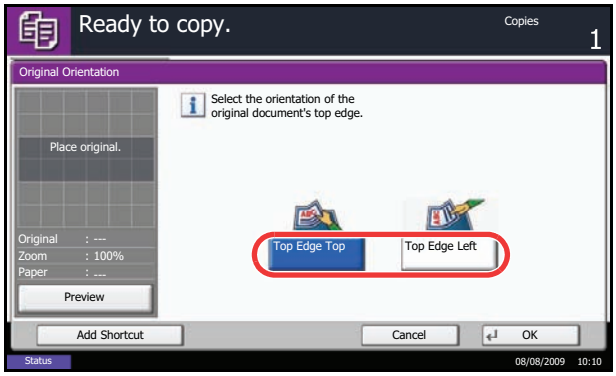


When placing originals on the optional document processor



NOTE: To change the default setting for the original orientation, refer to *Original Orientation on page 8-15*.

Use the procedure below to select the orientation when placing the originals on the platen.



1 Press the **Copy** key.

2 Place the originals on the platen.

3 Press [Org./Paper/Finishing] and then [Original Orientation].

4 Select [Top Edge Top] or [Top Edge Left] as the way the original is oriented.

5 Press [OK].

6 Press the **Start** key to start copying.

Output Destination

You can use the procedure below to select an output destination such as the optional document finisher for your copies.

NOTE: Optional output destinations include the job separator, built-in finisher, and document finisher.

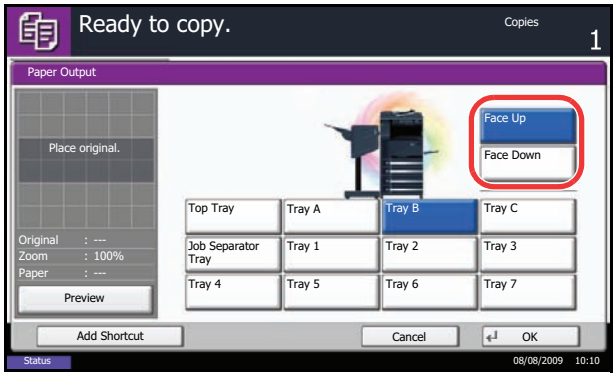
The table below shows the available output destinations.

Destination	Description
Top tray	Top tray of the machine (where copies are stored)
Finisher Tray*	Tray of the optional built-in finisher or document finisher
Job Separator Tray	Optional job separator

* Copy output orientation can be selected either as face-up (print facing up) or face-down (print facing down).

NOTE: To change default destination for copies, refer to *Paper Output on page 8-13* for details.

Use the procedure below to select the output destination.



1. Press the **Copy** key.
2. Place the originals on the platen.
3. Press [Org./Paper/Finishing] and then [Paper Output].
4. Select the output destination for finished copies.

   When you select [Finisher Tray], select the orientation of output copy, *Face Up* (print facing up) or *Face Down* (print facing down).
5. Press [OK].
6. Press the **Start** key to start copying.

Combine Mode

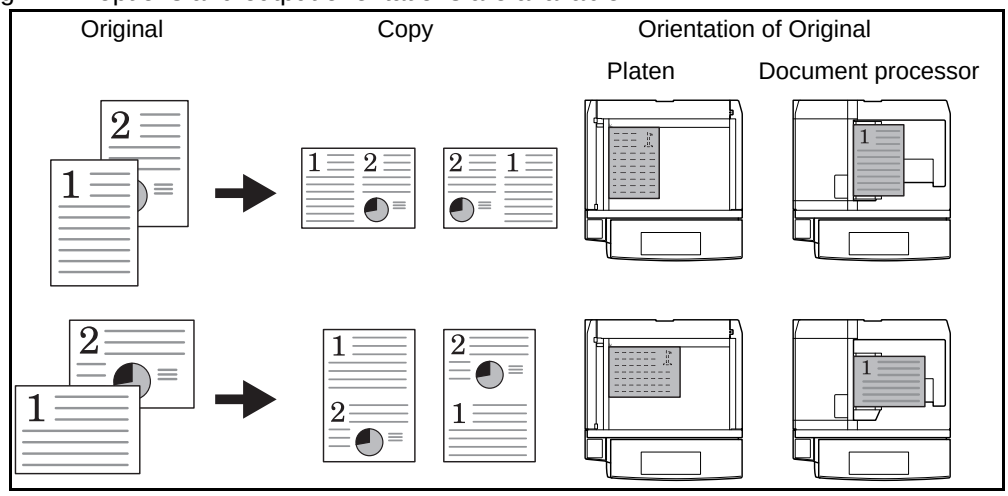
This mode allows you to copy 2 or 4 originals combined onto a single page. 2-in-1 mode or 4-in-1 mode. The page boundary of each original can be indicated.

NOTE: Combine mode is available for the copy paper sizes of A3, B4, Folio, A4, A4-R, B5, B5-R, A5-R, Ledger, Legal, Oficio II, 8.5×13.5", Letter, Letter-R, Statement-R, 8K, 16K and 16K-R.

2-in-1 Mode

For copying two originals onto a single sheet. This mode can be used with Duplex mode to copy four originals onto one sheet.

The following 2-in-1 options and output orientations are available.

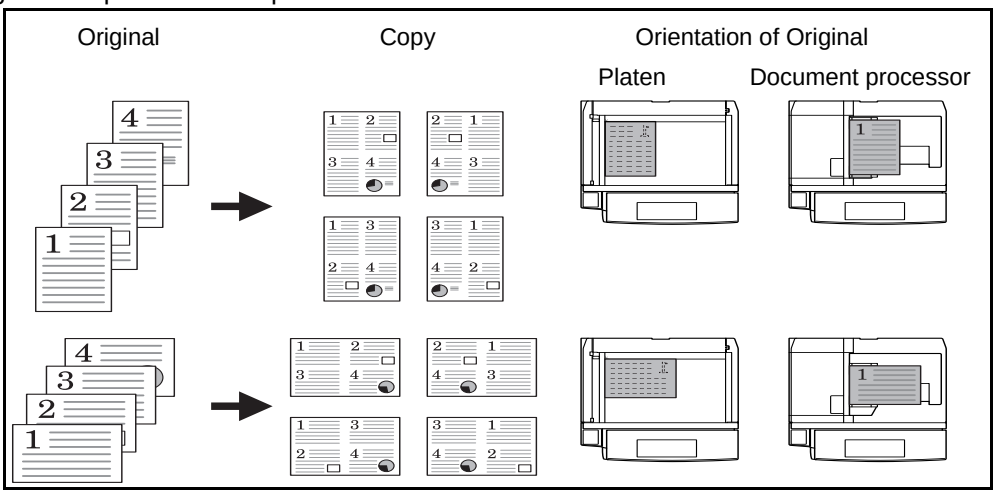


NOTE: When placing the original on the platen, be sure to copy the originals in page order.

4-in-1 Mode

For copying four originals onto a single sheet. This mode can be used with Duplex mode to copy eight originals onto one sheet.

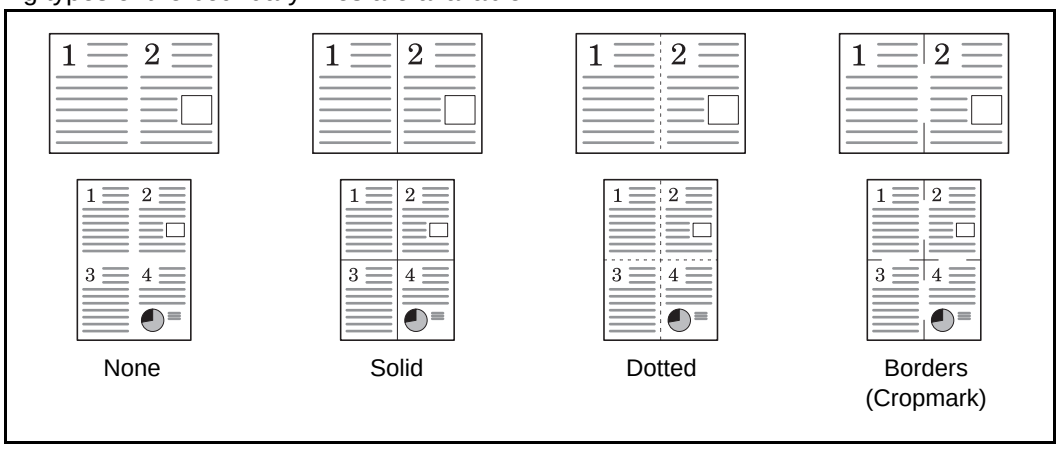
The following 4-in-1 options and output orientations are available.



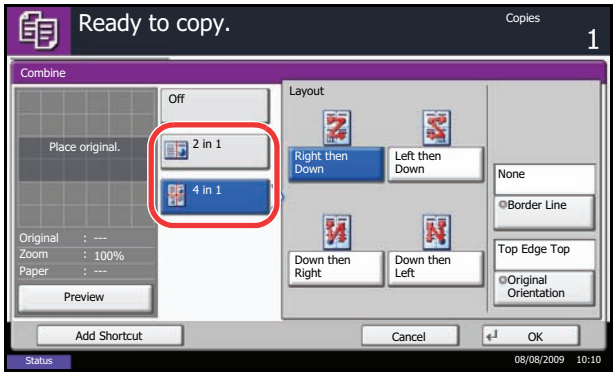
NOTE: When placing the original on the platen, be sure to copy the originals in page order.

Types of Page Boundary Lines

The following types of the boundary lines are available.



The procedure for using Combine mode copying is explained below.



1. Press the **Copy** key.
2. Place the originals on the platen.
3. Press [Layout/Edit] and then [Combine].
4. Press [2 in 1] or [4 in 1], and choose the page layout of Layout.
5. Press [Border Line] to choose the type of the lines to indicate page boundaries. Press [OK].
6. Press [Original Orientation] to choose orientation of the originals, either [Top Edge Top] or [Top Edge Left]. Then press [OK].
7. Press [OK].
8. Press the **Start** key. Copying begins.

   If the original is placed on the platen, replace the original and press the **Start** key.

   After scanning all originals, press [Finish Scan] to start copying.

Margin/Centering Mode

Shift the original image to make space on the copy for binding on the left (right) or top (bottom) side.

When you copy onto paper different from the original size, you can center the original image on the paper.

The following margin widths are available.

Input units	Margin Width
Inch Models	-0.75 to 0.75" (in 0.01" increments)
Metric Models	-18 mm to 18 mm (in 1-mm increments)

Margin on the Back Side

When duplex copying, you can also specify the margin on the back side.

Auto

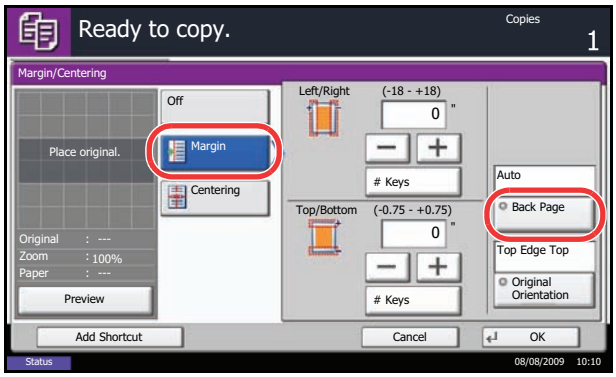
When [Auto] is selected, an appropriate margin is applied automatically on the rear page depending on a margin specified for the front page and a binding orientation.

Separate Front/Back Margins

Enables you to specify the front and back settings separately.

NOTE: You can set the default margin width. Refer to *Margin Default on page 8-20* for details.

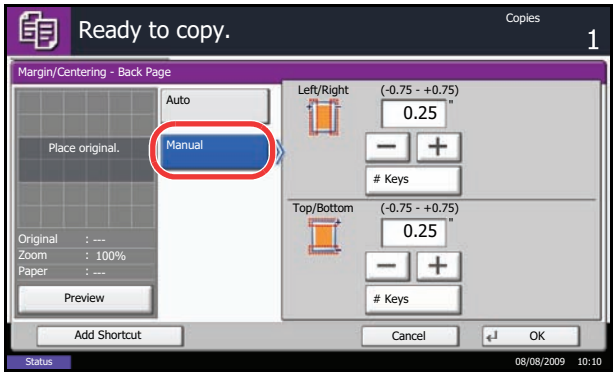
Use the procedure below to make copies with margins.



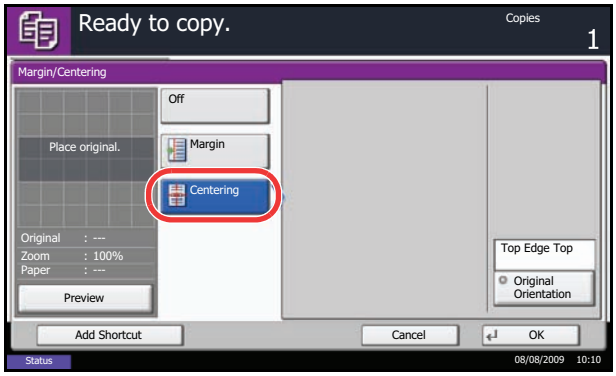
1. Press the **Copy** key.
2. Place the originals on the platen.
3. Press [Layout/Edit] and then [Margin/Centering].
4. Press [Margin] to select the copy with margin.

   Use [+] or [–] to enter the margins for *Left/Right* and *Top/Bottom*. Press [# Keys] to use the numeric keys for entry.

   For duplex copying, press [Back Page] and select [Auto] or [Manual].



If you selected [Auto], press [OK]. If you pressed [Manual], enter the margins in the displayed screen and then press [OK].



Press [Centering] to center the original image on the paper.

5 Press [Original Orientation] to choose orientation of the originals, either [Top Edge Top] or [Top Edge Left]. Then press [OK].

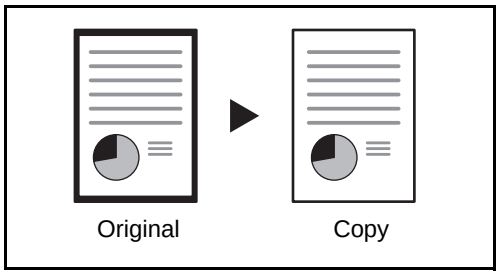
6 Press [OK].

7 Press the **Start** key to start copying.

Border Erase

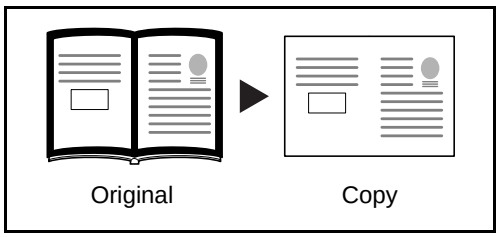
Use Border Erase to remove black shadows that appear around the outside of the original when making copies. The following options can be selected.

Border Erase Sheet



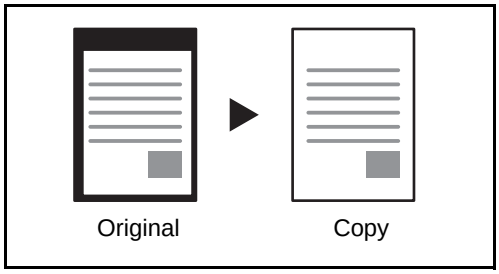
Erases black borders around the single sheet original.

Border Erase Book



Erases black borders around the edges and in the middle of the original such as a thick book. You can specify the widths individually to erase the borders around the edges and in the center of the book.

Individual Border Erase



Specify border erase widths individually for all edges.

In each option, the available ranges are as below.

Input units	Border Erase Range
Inch Models	0 to 2"(in 0.01" increments)
Metric Models	0 mm to 50 mm (in 1-mm increments)

NOTE: To specify the default width value of Border Erase, refer to *Border Erase Default on page 8-19* for details.

Border Erase to Back Page

When scanning a 2-sided original, this allows you to erase the borders on the back of the original. The table below shows the available settings.

Item	Detail
Same as Front Page	Border Erase performed using the same setting as the front page
Do Not Erase	No Border Erase performed on the back page

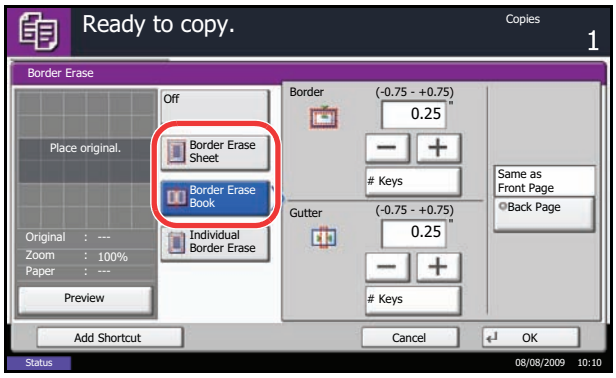
NOTE: You can change the default setting for Border Erase to Back Page. For details, refer to *Paper Selection on page 8-25*.

Use the procedure below to erase borders when copying.

1 Press the **Copy** key.

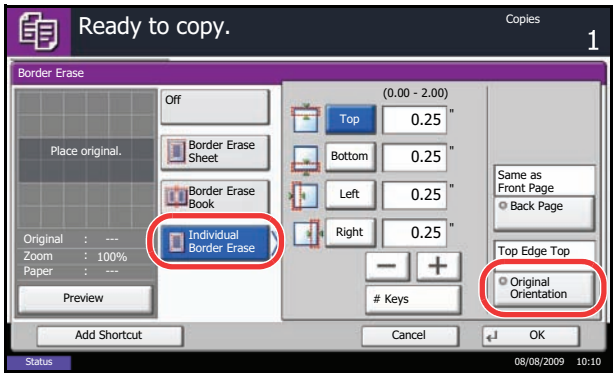
2 Place the originals on the platen.

3 Press [Layout/Edit] and then [Border Erase].



4 Select [Border Erase Sheet] to erase borders for an individual sheet or [Border Erase Book] to erase borders for a book.

Use [+] or [–] to enter the width in *Border* or *Gutter*. Press [# Keys] to use the numeric keys for entry.



Press [Individual Border Erase] to select the individual border erase.

Use [+] or [–] to enter the width in *Top*, *Bottom*, *Left* or *Right*. Press [# Keys] to use the numeric keys for entry.

Press [Original Orientation] to select the original orientation from either [Top Edge Top] or [Top Edge Left]. Then press [OK].

For 2-sided originals, press [Back Page] and then press [Same as Front Page] or [Do Not Erase].

5 Press [OK].

6 Press the **Start** key to start copying.

Booklet from Sheets

The Booklet copying option allows you to copy sheet originals and produce booklets such as small brochures or pamphlets. A booklet, such as a magazine, is made by folding at the center.

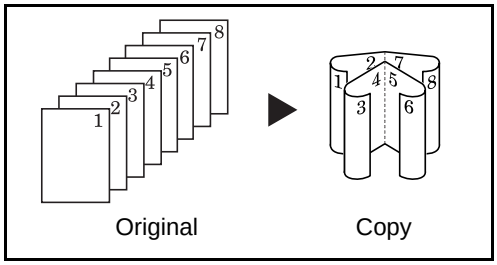
You can copy the cover page onto colored paper or thick paper. Paper for the cover is supplied from the multi purpose tray. To feed the cover paper from the cassette, refer to *Paper Source for Cover Paper on page 8-10*.

The supported original and paper sizes are as follows.

Type of Original	Original Size	Paper Size
One-sided original, Two-sided original	All*	A3, B4, A4, A4-R, B5, B5-R, A5, A5-R, Ledger, Legal, Letter and Letter-R
	All*	A3, B4, A4-R, Ledger, Legal and Letter-R
Book original	A3, B4, A4-R, B5-R, A5-R, Ledger, Letter-R and 8K	A4, A4-R, B5, B5-R, Letter and Letter-R
	A3, B4, A4-R, B5-R, A5-R, Ledger and Letter-R	A4-R and Letter-R

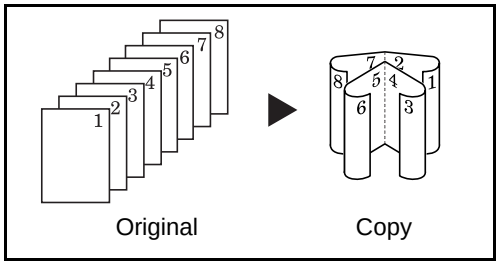
* Except for custom sized originals.

For binding on the left side



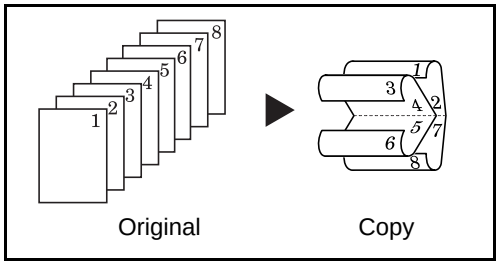
The folded copies can be read from left to right.

For binding on the right side



The folded copies can be read from right to left.

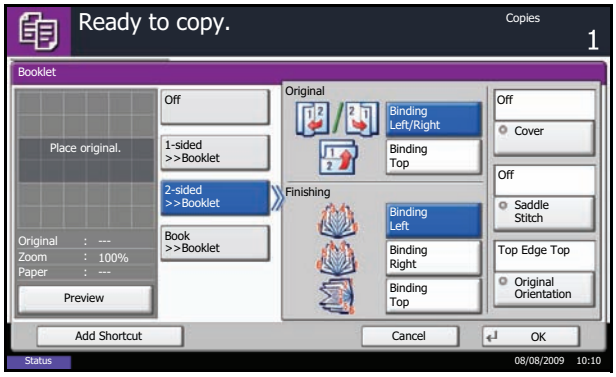
For top binding



The folded copies can be read from top to bottom.

The procedure for using Booklet copying is explained below.

1 Press the **Copy** key.



2 Place the originals on the platen.

3 Press [Layout/Edit] and then [Booklet].

4 Press [1-sided>>Booklet] to produce a booklet from single-sided originals.

Press [2-sided>>Booklet] to produce a booklet from two-sided originals.

Press [Book>>Booklet] to produce a booklet from an open book original.

5 If you selected [2-sided>>Booklet] or [Book>>Booklet], choose the binding orientation in Finishing.

If you selected [1-sided>>Booklet], choose the binding orientation in Finishing.

6 If you choose [1-sided>>Booklet], [2-sided>>Booklet], or [Book>>Booklet] you can add the cover. Press [Cover], select [Cover] and press [OK].

7 Press [Original Orientation] to choose orientation of the originals, either [Top Edge Top] or [Top Edge Left]. Then press [OK].

8 Press [OK].

9 Platen and press the **Start** key. Copying begins.

NOTE: When using the platen, be sure to place the originals in page order.

If the originals are placed on the platen, consecutively replace each original after pressing the **Start** key.

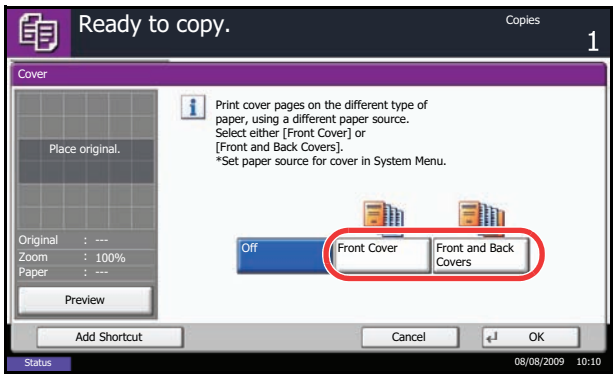
After scanning all originals, press [Finish Scan] to start copying.

Cover Mode

Add a cover to the finished copies. You can copy the first page and/or the last page onto colored paper or thick paper fed from the different paper source than the regular one. The following two options are available. Paper for the cover is supplied from the multi purpose tray.
To feed the cover paper from the cassette, refer to *Paper Source for Cover Paper on page 8-10*.

Type of Cover	Description
Front Cover	First page of the originals is copied on a different paper.
Front and Back Covers	First page and last page of the originals are copied on different paper.

The procedure for using Cover mode copying is explained below.

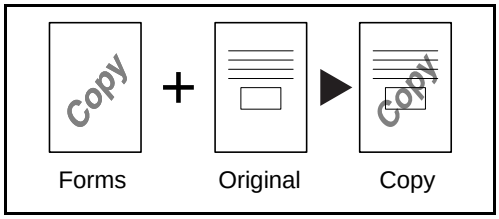


1. Press the **Copy** key.
2. Place the originals on the platen.
3. Press [Layout/Edit] and then [Cover].
4. Press [Front Cover] or [Front and Back Covers].
5. Press [OK].
6. Press the **Start** key. Copying begins.

   If the originals are placed on the platen, consecutively replace each original after pressing the **Start** key.

   After scanning all originals, press [Finish Scan] to start copying.

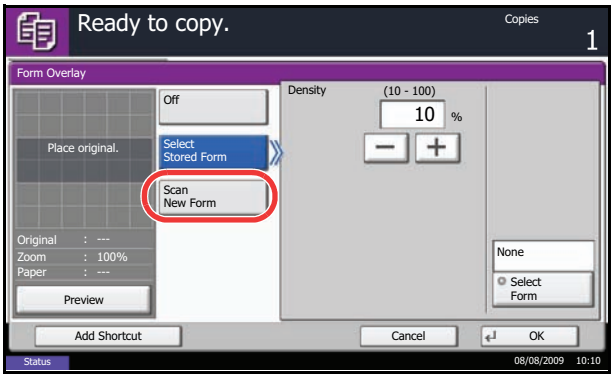
Form Overlay



Copy the original images onto the form. Once you scan and register the form, the form is overlaid onto the original. You can also use a form that is already registered in the machine's memory.

NOTE: To register a form in advance, refer to *Form for Form Overlay Box on page 6-17* for details.

Follow the steps as below for form overlay.

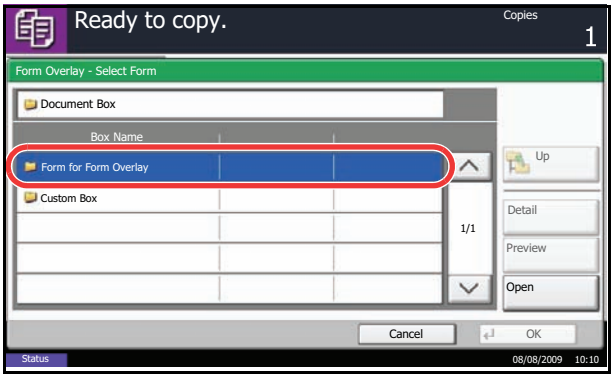


1 Press the **Copy** key.

2 Press [Layout/Edit] and then [Form Overlay].

3 Press [Scan New Form] to use the first page of originals as a form.

NOTE: Press [+] or [–] in [Density] to adjust the density of the form. Choose from ten levels in 10% increments.



To use the forms already registered, press [Select Stored Form]. Press [Select Form] to display the document boxes that store documents which can be used as a form. Select the desired form from the list and press [OK].

NOTE: To return to a higher level folder, press [Up].

4 Press [OK].

5 Place the originals.

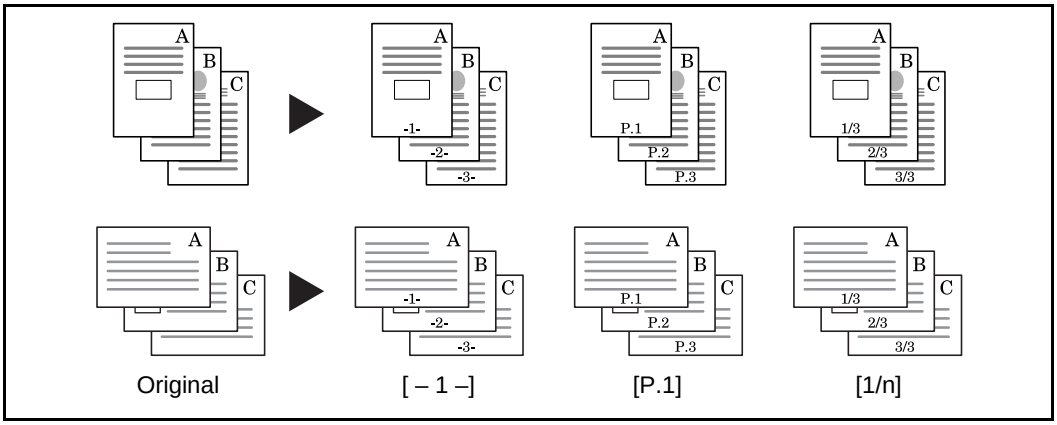
Place the original for the form on top of the other originals. When using the optional document processor, the first page of the originals should be placed on the top.

6 Press the **Start** key to start copying.

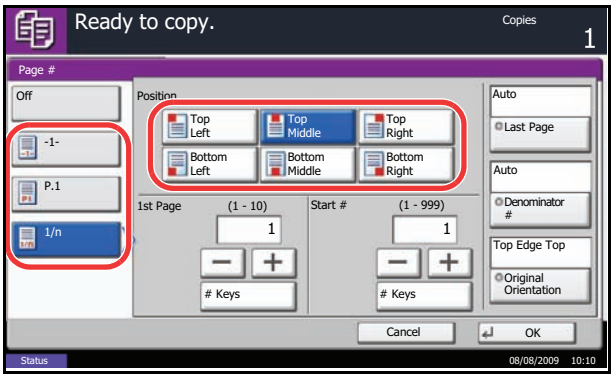
Page Numbering

Number multiple pages of originals in sequential order. The formats for numbering are [-1-], [P.1] or [1/n]. The format [1/n] prints the total number of pages in the place of *n*.

Select *Top Left*, *Top Middle*, *Top Right*, *Bottom Left*, *Bottom Middle* or *Bottom Right* as the page numbering position.



Use the procedure below to insert page numbers on your copies.



1. Press the **Copy** key.
2. Place the originals in the document processor or on the platen.
3. Press [Layout/Edit] and then [Page #].
4. Select the numbering format from [-1-], [P.1] or [1/n].
5. Select the page numbering position.
6. To start page numbering from a page other than the first page, press [+] or [–] of 1st Page and select the starting page. You can also enter the number with the numeric keys after pressing [# Keys].
7. To start the numbering with a number other than 1, press [+] or [–] of Start Number and enter the starting number. You can also enter the number with the numeric keys after pressing [# Keys].
8. If you do not want page numbering through to the last page, press [Last Page]. Select *Manual* and use [+] or [-] to enter the final page to be numbered (a negative number of pages counting backwards from the last page). Then press [OK]. You can set a value up to -10. You can also enter the number with the numeric keys after pressing [# Keys].

9 The total number of pages *n* in the format [1/n] can be changed manually. Press [Denominator #] and select [Manual]. Press [+] or [–] to enter the total number of pages and press [OK]. You can also enter the number with the numeric keys after pressing [# Keys].

10 Press [Original Orientation] to choose orientation of the originals, either [Top Edge Top] or [Top Edge Left]. Press [OK].

11 Press [OK].

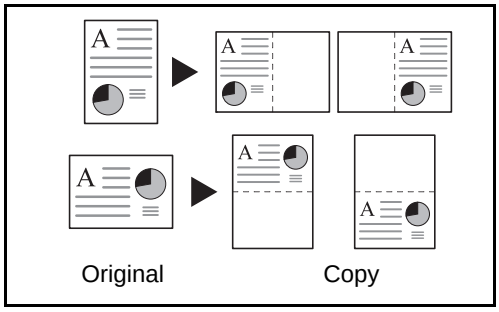
12 Press the **Start** key to start copying.

Memo Mode

Delivers copies with a space for adding notes. You can also copy two originals onto the same sheet with a space or add lines to indicate page boundaries.

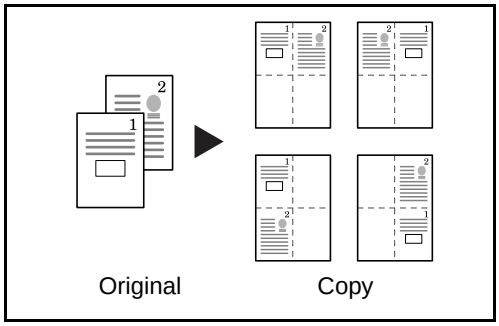
NOTE: Memo mode is available for the copy paper sizes of Ledger, Legal, Oficio II, 8.5×13.5", Letter, Letter-R, Statement-R, A3, B4, Folio, A4, A4-R, B5, B5-R, A5-R, 8K, 16K and 16K-R.

Layout A



Reduces images of each original page for printing onto half of a page, leaving the other half blank for notes.

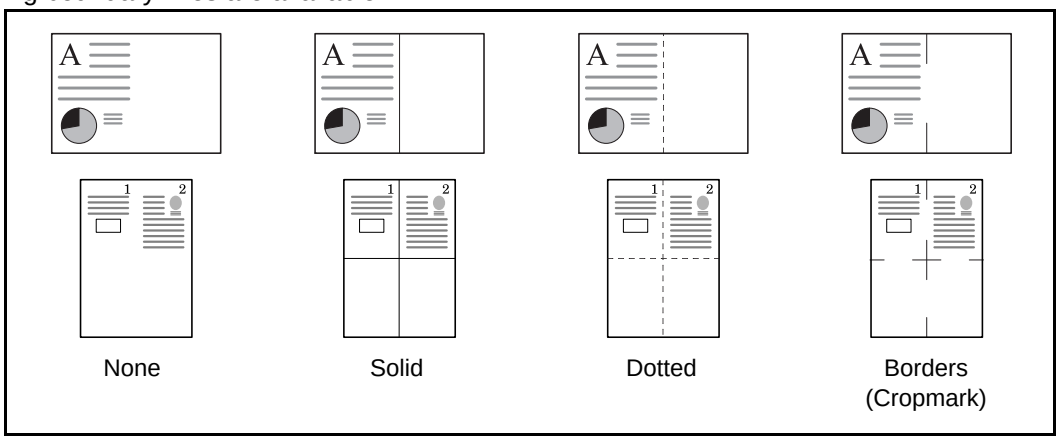
Layout B



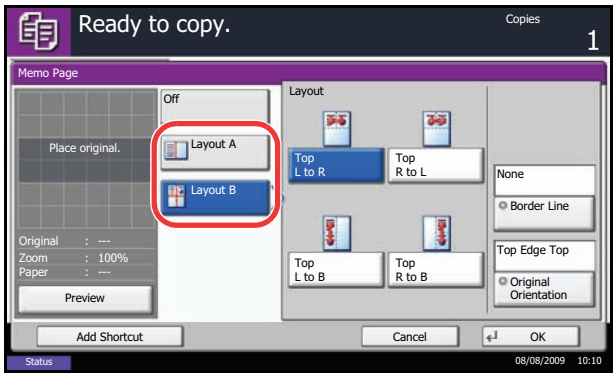
Reduces images of two original pages for copying onto half of a single page, leaving the other half blank for notes.

Types of Page Boundary Lines

The following boundary lines are available.



Use the procedure below to insert page boundary lines on your copies.

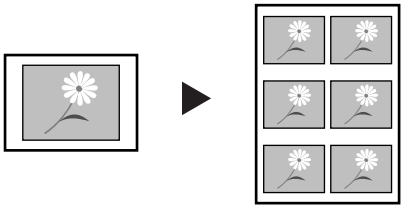


1. Press the **Copy** key.
2. Place the originals on the platen.
3. Press [Layout/Edit] and then [Memo Page].
4. Press [Layout A] or [Layout B]. Select the page layout from *Layout*.
5. Press [Border Line] to select the page boundary line. Press [OK].
6. Press [Original Orientation] to select orientation of the originals, either [Top Edge Top] or [Top Edge Left]. Press [OK].
7. Press [OK].
8. Press the **Start** key to start copying.

Image Repeat/Double Copy

Tiles the 1 copied sheet with an original image. You can also specify the area of the original to repeat.

Image Repeat

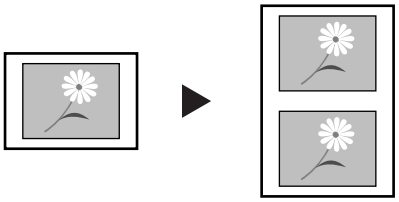


Original Copy

Copies the original image multiple times onto 1 sheet at a specified magnification.

You can also specify how much of the original is repeatedly copied.

Double Copy

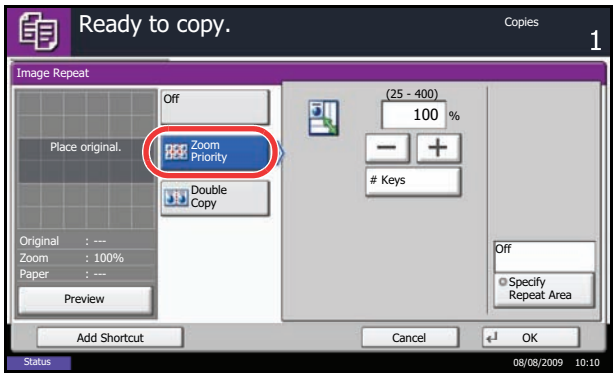


Original Copy

Makes 2 copies of the same original on a single sheet.

For example, you can double-copy an A4 original onto an A3 sheet which you then cut in half to make 2 copies that are identical to the original.

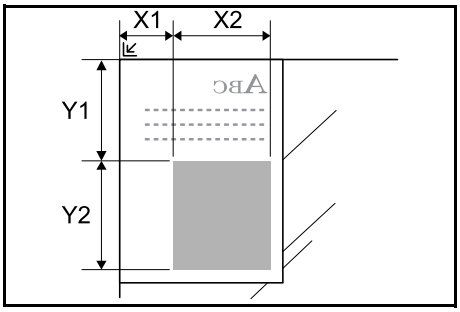
Follow the steps as below to use Image Repeat/Double Copy.



1. Press **Copy** key.
2. Place the originals on the platen.
3. Press [Layout/Edit] and then press [Image Repeat].
4. Press [Zoom Priority].

   To make double copies, press [Double Copy] and proceed to step 8.
5. Press [+] or [–] to set the zoom size.

   Press [# Keys] to enter with numeric keys.
6. To set the area of the original to be repeated, press [On] for *Specify Repeat Area.*



7 Press [+] or [–] to input the area of the original to be repeated.

With metric models, you can enter the border width directly using the numeric keys after pressing [#-Keys].

Y1: Length from top left of platen to top edge of repeat area

X1: Length from Height from top left of platen to left edge of repeat area

Y2: Height of repeat area

X2: Width of repeat area

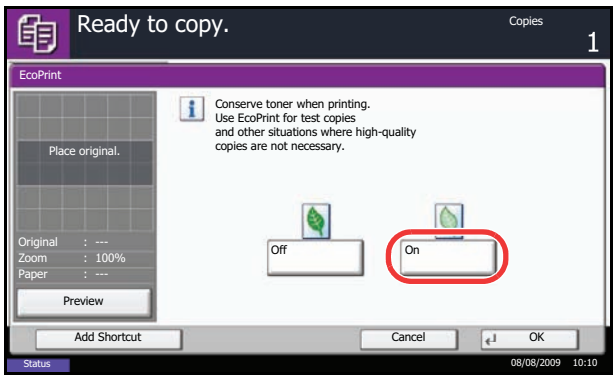
8 Press [OK].

9 Press the **Start** key. Copying begins.

EcoPrint

Use EcoPrint to save toner when printing. Use this function for test copies or any other occasion where high quality print is unnecessary.

The procedure for making copies using EcoPrint is explained below.



1 Press the **Copy** key.

2 Place the originals on the platen.

3 Press [Image Quality] and then [EcoPrint].

4 Press [On].

5 Press [OK].

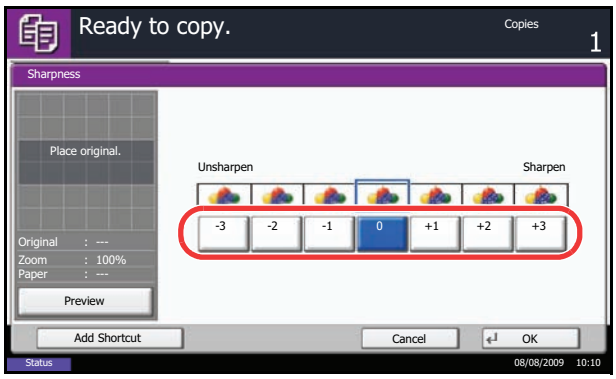
6 Press the **Start** key to start copying.

Sharpness Adjust

Adjust the sharpness of image outlines. When copying penciled originals with rough or broken lines, clear copies can be taken by adjusting sharpness toward [Sharpen]. When copying images made up of patterned dots such as magazine photos, in which moire* patterns appear, edge softening and weakening of the moire effect can be obtained by setting the sharpness toward [Unsharpen].

* Patterns that are created by irregular distribution of halftone dots.

Follow the steps below to adjust sharpness.



1. Press **Copy** key.
2. Place the originals on the platen.
3. Press [Image Quality] and then Press [Sharpness].
4. Press [-3] to [3] (*Unsharpen* - *Sharpen*) to adjust the sharpness.
5. Press [OK].
6. Press the **Start** key. Copying begins.

Continuous Scan

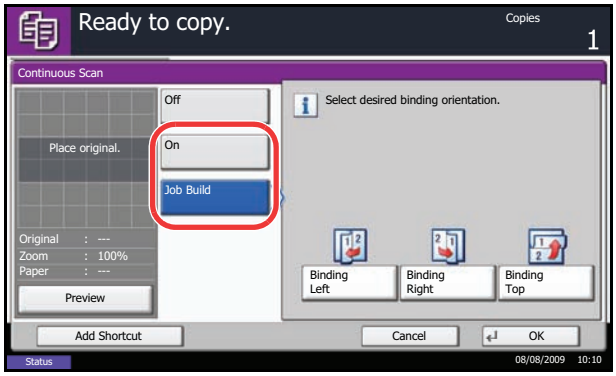
When a large number of originals cannot be placed in the document processor at one time, the originals can be scanned in separate batches and then copied as one job. With this function, originals are scanned until you press [Scan Finish].

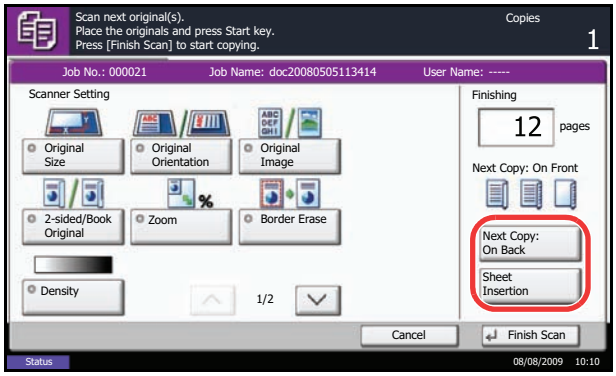
Any of the following settings can be changed during scanning.

- Original size selection
- Original orientation
- Image quality selection
- Type of original (2-sided/book original)
- Zoom
- Border erase
- Density
- Color Selection

If you use Job Build, you can insert a blank paper during scanning or a blank page during duplex copying.

The procedure for making copies using Continuous Scan is explained below.





1 Press the **Copy** key.

2 Press [Advanced Setup] and then [Continuous Scan].

3 If Continuous Scan is selected, press [On].

If Job Build is selected, press [Job Build] and select desired binding orientation.

4 Press [OK].

5 Place the originals in the document processor or on the platen and press the **Start** key.

If [Job Build] is selected, the next page can be changed. Press [Sheet Insertion] to insert a blank paper. Press [Next Copy: On Back] in duplex copying to print the next page on back page.

6 Place the next original and press the **Start** key. Repeat these steps to scan the remaining originals.

After scanning all originals, press [Finish Scan] to start copying.

Auto Image Rotation

Automatically rotates the image when the sizes of the original and the loaded paper matches but the orientations are different. The images will be rotated 90° counter-clockwise prior to copying.

NOTE: To set Auto Image Rotation as the default mode, refer to *Auto Image Rotation on page 8-21*.

The procedure for making copies using Auto Image Rotation is explained below.

1. Press the **Copy** key.
2. Place the originals on the platen.
3. Press [Advanced Setup] and then [Auto Image Rotation].
4. Press [On] to select Auto Image Rotation.
5. Press [OK].
6. Press the **Start** key to start copying.

Negative Image

Inverts black and white portions of the image for printing.

NOTE: This function is only available for black and white copy mode.

Use the procedure below to make negative image copies.

1. Press the **Copy** key.
2. Place the originals on the platen.
3. Press [Advanced Setup] and then [Negative Image].
4. Press [On] to select Negative Image.
5. Press [OK].
6. Press the **Start** key to start copying.

Mirror Image

Copies the mirrored image of the original.

NOTE: This function is only available for black and white copy mode.

Use the procedure below to make mirror image copies.

1. Press the **Copy** key.
2. Place the originals on the platen.
3. Press [Advanced Setup] and then [Mirror Image].
4. Press [On] to select Mirror Image.
5. Press [OK].
6. Press the **Start** key to start copying.

Job Finish Notice

Sends a notice by e-mail when a job is completed. User can be notified of the completion of a copy job while working at a remote desk, saving the time spent waiting beside the machine for copying to finish.

NOTE: PC should be configured in advance so that E-mail can be used.

Example of Job Finish Notice

To:	h_pttr@owl-net.net
Subject:	1234 Job end report mail
Job No.:	000002
Result:	OK
End Time:	Wed 27 Apr 2005 14:56:08
File Name:	doc27042005145608
Job Type:	Copy

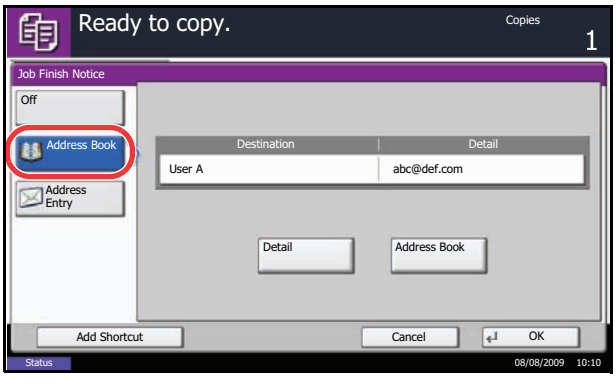
1234	

Use the procedure below to enable job finish notification when making copies.

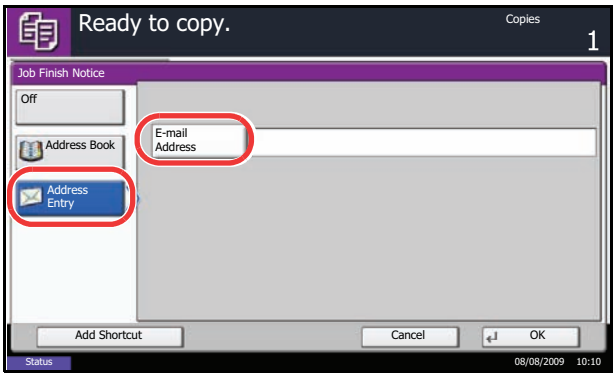
1 Press the **Copy** key.

2 Place the originals on the platen.

3 Press [Advanced Setup] and then [Job Finish Notice].



4 To select the destination from the address book, press [Address Book] on the left of the screen and then press [Address Book] in the next screen. Select the destination to be notified, then press [OK]. You can view information on the notification destination by pressing [Detail].



To directly enter the E-mail address, press [Address Entry]. Press [E-mail Address], enter the address and press [OK].

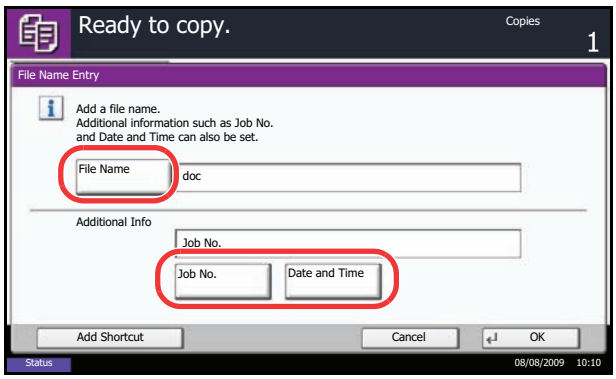
5 Press [OK].

6 Press the **Start** key to start copying. Upon completion of the job, an E-mail notice is sent to the selected destination.

File Name

Names a copy job. Add other information such as date and time or job number as necessary. You can check a job history or job status using the job name, date and time, or job number specified here.

Use the procedure below to assign a name to your copy job.



1 Press the **Copy** key.

2 Place the originals on the platen.

3 Press [Advanced Setup] and then [File Name Entry].

4 Press [File Name], enter the name for a copy job, and press [OK].

To add date and time, press [Date and Time]. To add job number, [Job No.]. Added information is displayed in Additional Info.

NOTE: The maximum length of the file name is 32 characters.

5 Press [OK].

6 Press the **Start** key to start copying.

Priority Override

Suspends a current job and gives the selected job priority for copying. The suspended job resumes after Priority Override copying is finished.

NOTE: The current job that is selected as Priority Override cannot be suspended.

The procedure for using Priority Override is explained below.

1 Press the **Copy** key.

2 Place the originals on the platen.

3 Press [Advanced Setup] and then [Priority Override].

4 Press [On] to select Priority Override.

5 Press [OK].

6 Press the **Start** key. The current copy job is suspended and the copy job selected in Priority Override starts. The suspended job resumes after Priority Override copying is finished.

Repeat Copy

Enable additional copies in the desired quantity as necessary after a copy job is completed. For confidential documents, you can set up a pass code for the use of Repeat Copy. In such a case, the correct pass code must be entered when using Repeat Copy or copies will not be delivered.

IMPORTANT: A Repeat Copy job is cleared when the main power switch is turned off.

Repeat Copy is not available when the machine is equipped with the optional Data Security Kit.

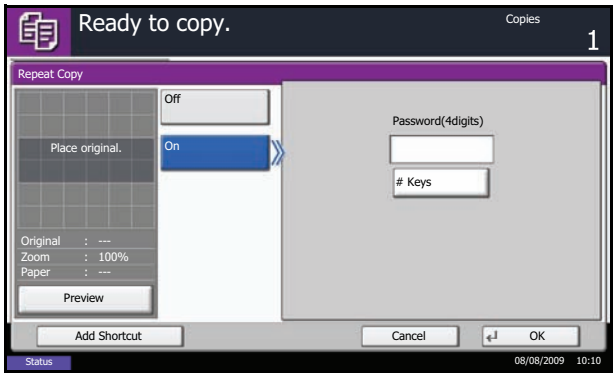
Repeat Copy cannot be used when the maximum number of Repeat Copy jobs to retain in the document box is set to zero (refer to *Maximum Number of Repeat Copy Jobs Retained on page 4-37*).

You can select Repeat Copy as default setting. Refer to *Repeat Copying on page 8-23*.

Giving a file name to a copy job will facilitate identification of the data when copying (refer to *File Name on page 4-35*).

Selecting Repeat Copy

Use the procedure below to select repeat copying.



1 Press the **Copy** key.

2 Place the originals on the platen.

3 Press [Advanced Setup] and then [Repeat Copy].

4 Press [On].

To register a password, press [# Keys] and enter a 4-digit password.

IMPORTANT: If you forget the pass code, Repeat Copy will be unavailable. Make a note of the pass code beforehand if necessary.

5 Press [OK].

6 Press the **Start** key to start copying and register this job as a Repeat Copy job.

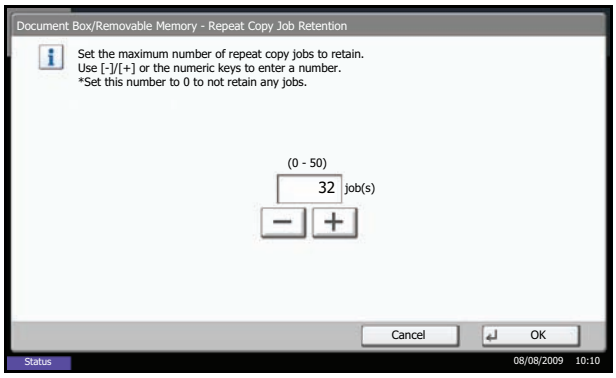
Outputting Repeat Copy Jobs

The Repeat Copy jobs are stored in the Document Box. Refer to *Job Box on page 3-31* to print out the Repeat Copy jobs.

Maximum Number of Repeat Copy Jobs Retained

You can use the procedure below to change the maximum number of copy jobs that can be retained in the document box.

Use the procedure below to change the maximum number of copy jobs retained.


Document Box/Removable Memory - Repeat Copy Job Retention
Set the maximum number of repeat copy jobs to retain.
Use [-]/[+] or the numeric keys to enter a number.
*Set this number to 0 to not retain any jobs.
(0 - 50)
32
job(s)
Cancel
OK
Status
08/08/2009 10:10

1 Press the **System Menu** key.

2 Press [Document Box/Removable Memory] and then [Next] of *Job Box*.

3 Press [Change] of *Repeat Copy Job Retention*.

4 Use the **[+]** or **[-]** key to enter the maximum retention number.

You can also enter the number from the numeric keys.

A number between 0 and 50 can be entered as the number of retained jobs.

NOTE: If you enter a value of 0 (zero), you cannot use the Repeat Copy function.

5 Press [OK].

5 Sending Functions

This chapter explains the functions available for sending originals.

- Original Size Selection.....5-2
- Sending Size Selection.....5-3
- Zoom.....5-5
- Centering.....5-6
- Mixed Sized Originals.....5-7
- 1-sided/2-sided Selection.....5-10
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- File Format.....5-12
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- Image Quality.....5-16
- Adjusting Density.....5-17
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Original Size Selection

Select the size of originals that will serve as the basis for scanning. Be sure to select the original size when using originals of nonstandard sizes.

Choose the original size from the following groups of original size.

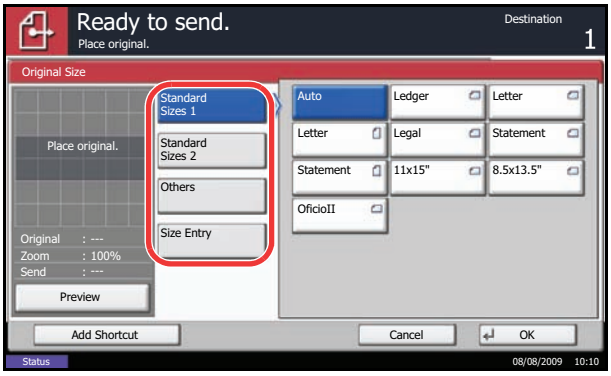
Item	Detail	Size
Standard Sizes 1	Select from automatic detection and standard sizes.	Inch models: Auto, Ledger, Legal, Letter, Letter-R, Statement, Statement-R, 8.5×13.5", Oficio II-R, 11×15"
		Metric models: Auto, A3, B4, A4, A4-R, B5, B5-R, A5, A5-R, B6, B6-R, A6-R, Folio
Standard Sizes 2	Select from standard sizes except Standard Sizes 1 .	Inch models: A3, B4, A4, A4-R, B5, B5-R, A5, A5-R, B6, B6-R, A6-R, Folio, 8K, 16 K, 16K-R
		Metric models: Ledger, Legal, Letter, Letter-R, Statement, Statement-R, 8.5×13.5", Oficio II-R, 11×15", 8K, 16K, 16K-R
Others	Select from Hagaki and Custom Original Size *.	Hagaki, Oufuku Hagaki, Custom 1 to 4
Size Entry	Enter the size that is not indicated in Standard Sizes 1 and 2**.	Inch models Horizontal: 2 to 17" (in 0.01" increments), Vertical: 2 to 11.69" (in 0.01" increments)
		Metric models Horizontal: 50 to 432 mm (in 1 mm increments), Vertical: 50 to 297 mm (in 1 mm increments)

* Regarding the setting method of Custom Original Size (Custom 1 to 4), refer to *Custom Original Size Setup on page 8-4*.

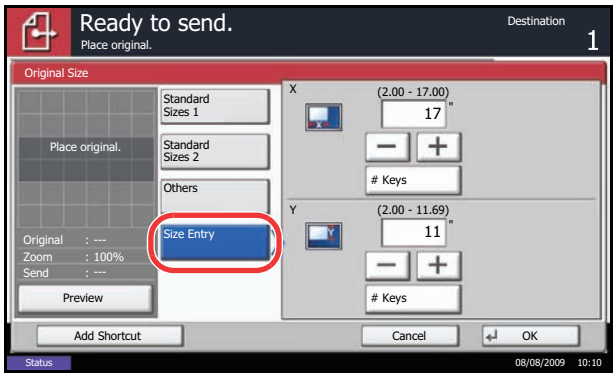
** The input units can be changed in the System menu.
Refer to *Switching Unit of Measurement on page 8-11*.

Use the procedure below to select the original size when sending scanned images.

1. Press the **Send** key.
2. Place the originals on the platen.
3. Press [Original/Sending Data Format] and then [Original Size].



4 Press [Standard Sizes 1], [Standard Sizes 2], [Others], or [Size Entry] to select original size.



When you have selected [Size Entry], press [+] or [-] to set the sizes of *X* (horizontal) and *Y* (vertical). By pressing [# Keys], you can use the numeric keys.

5 Press [OK].

6 Specify the destination, and press the **Start** key to start sending.

Sending Size Selection

Select the sending size (the size of image to be sent).

The table below lists the sizes.

Item	Detail	Size
Standard Sizes 1	Select from Same as Original Size or Standard Size.	Inch models: Same as Original Size, Ledger, Legal, Letter, Statement, 8.5×13.5", Oficio II, 11×15"
		Metric models: Same as Original Size, A3, B4, A4, B5, A5, B6, A6, Folio
Standard Sizes 2	Select from standard size except Standard Sizes 1.	Inch models: A3, B4, A4, B5, A5, B6, A6, Folio, 8K, 16K
		Metric models: Ledger, Legal, Letter, Statement, 8.5×13.5", Oficio II, 11×15", 8K, 16K
Others	Select from Hagaki.	Hagaki, Oufuku Hagaki

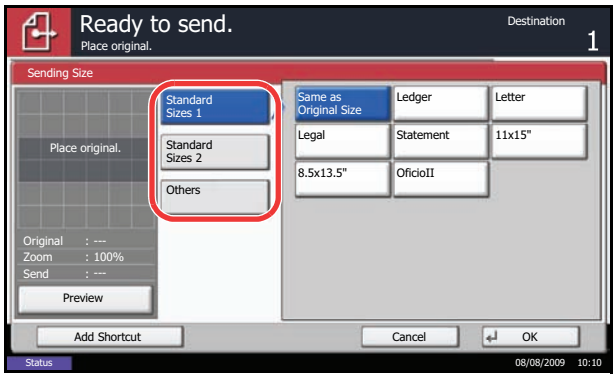
Relationship between Original Size, Sending Size, and Zoom

Original Size (page 5-2), *Sending Size*, and *Zoom (page 5-5)* are related to each other. Refer to the following table.

Original Size and the size you wish to send as are	the same	different
Original Size	Specify as necessary	Specify as necessary
Sending Size	Select [Same as Original]	Select the required size
Zoom	Select [100%] (or [Auto])	Select [Auto]

NOTE: When you select Sending Size that is different from Original Size, and select the Zoom [100%], you can send the image as the actual size (No Zoom).

Use the procedure below to select the size for transmission when sending scanned images.



1. Press the **Send** Key.
2. Place the originals on the platen.
3. Press [Original/Sending Data Format] and then [Sending Size].
4. Press [Standard Sizes 1], [Standard Sizes 2], or [Others] to select the sending size.
5. Press [OK].
6. Specify the destination, and press the **Start** key to start sending.

Zoom

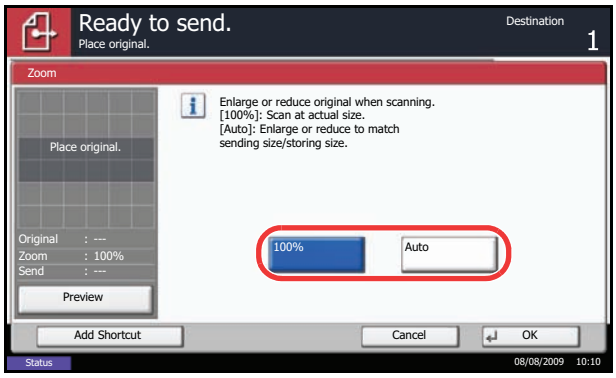
Scans the original by automatically zooming it depending on the sending size.

The table below lists the available options.

Item	Detail
100%	No Zoom (to be scanned at actual size)
Auto	Zoomed automatically according to the specified sending size.

NOTE: When zooming in or out, see *Sending Size Selection on page 5-3* when selecting the sending size. Depending on the combination of original size and sending size, the image is placed at the edge of the paper. To center the image vertically and horizontally on the page, use the centering setting described in *Centering on page 5-6*.

Use the procedure below to enlarge or reduce the original to match the transmission size.



1. Press the **Send** key.
2. Place the originals on the platen.
3. Select the transmission size.
4. Press [Advanced Setup] and then [Zoom].
5. Press [100%] or [Auto].
6. Press [OK].
7. Specify the destination, and press the **Start** key to start sending.

Centering

When you have scanned the original after specifying the original size and sending size, depending on these sizes, a margin is created at the bottom, left, or right side of paper. By using the centering, the image is placed with a margin equally created at each of the page Top/Bottom and Left/Right.

Use the procedure below to center then image when sending a scanned image.

1. Press the **Send** key.
2. Place the originals on the platen.
3. Press [Advanced Setup] and then [Centering].
4. Press [On]. Centering is performed.
5. Press [OK].
6. Specify the destination, and press the **Start** key to start sending.

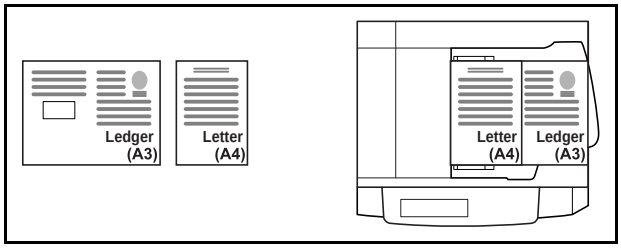
Mixed Sized Originals

Using the optional document processor, the originals of different sizes can be placed in a batch and sent. In this operation, up to 30 originals of different sizes can be placed in the document processor at the same time.

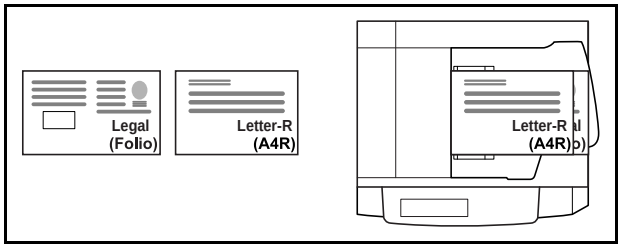
Originals of the Same Width

When the original widths are the same, the combinations of originals that can be placed are as follows.

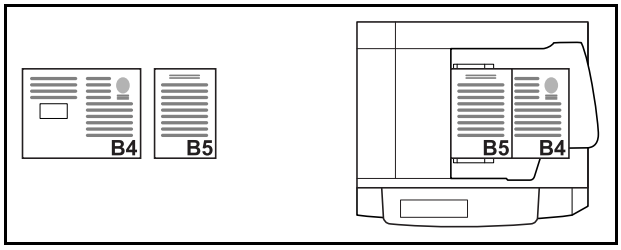
- Ledger and Letter (A3 and A4)



- Legal and Letter-R (Folio and A4-R)



- B4 and B5

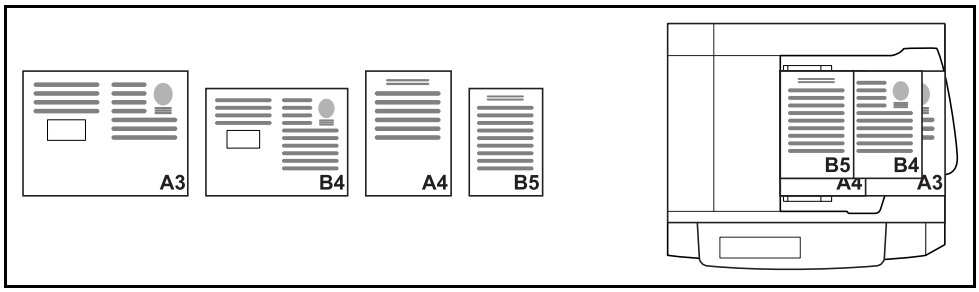


When the original widths are different

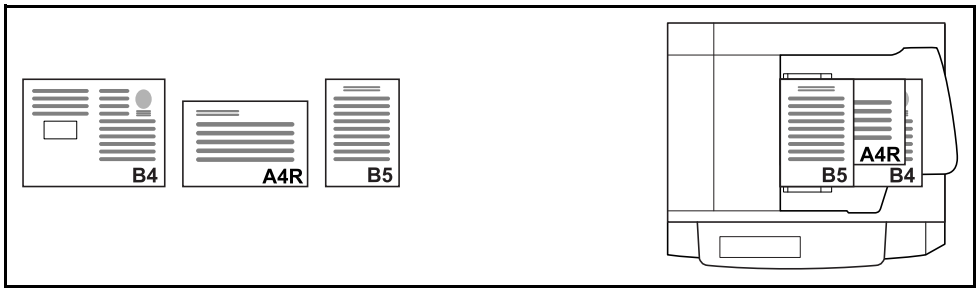
The combinations of originals of different sizes that can be placed together are as follows.

NOTE: When mixing the original sizes as using the following combination: Folio, A4-R, and B5-R, make sure to set the **System Menu** key -> *Common Settings* -> *Original / Paper Settings* -> *Original Auto Detect* to [On] for [Folio]. For more information, refer to *Automatic Detection of Originals (Available for metric models only) on page 8-9*.

- A3, B4, A4, B5

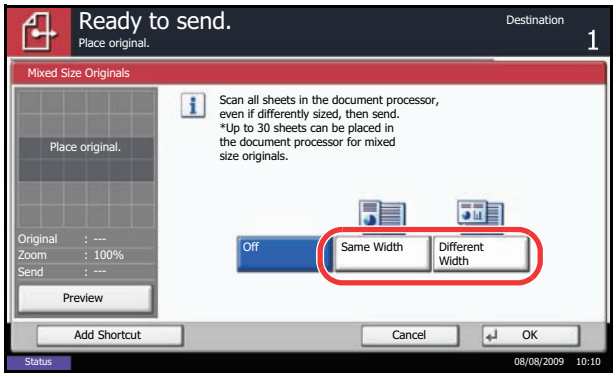


- B4, A4-R, B5



- Folio, A4-R, B5-R

Use the procedure below to send mixed sized originals as a batch.



1 Press the **Send** key.

2 Place the original into the document processor.

IMPORTANT: When you place originals of different width, place the top edge of originals to align with the width guide at the backside. If the originals are placed unevenly, they may not be scanned correctly.

3 Press [Original/Sending Data Format] and then [Mixed Sized Originals].

4 Select the combination of originals from [Same Width] and [Different Width].

5 Press [OK].

6 Specify the destination, and press the **Start** key to start sending.

1-sided/2-sided Selection

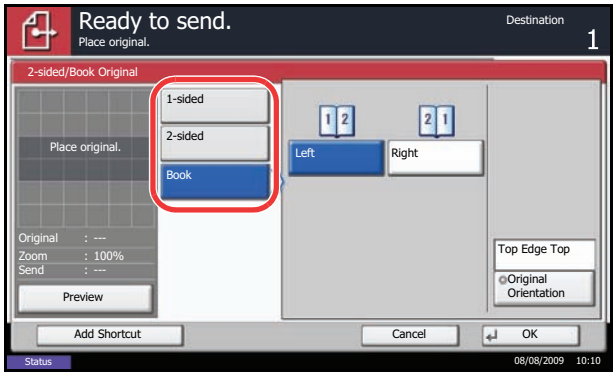
Select the type and binding of original depending on the original.

The table below lists the binding directions for each original type.

Original	Type	Binding
1-sided Sheet Original	1-sided	—
2-sided Sheet Original	2-sided*	Binding Left/Right, Binding Top
Open Book Original such as magazine and book	Book	Binding Left, Binding Right

* Only when the optional document processor is used.

Use the procedure below to select the original type and binding direction when sending scanned originals.



1. Press the **Send** key.
2. Place the originals on the platen.
3. Press [Original/Sending Data Format] and then [2-sided/Book Original].
4. Press [1-sided], [2-sided], or [Book].
5. When selecting [2-sided], select the binding direction and press [Original Orientation] to select the direction in which the original is set on the platen.
   When selecting [Book], select the binding direction.
6. Press [OK].
7. Specify the destination, and press the **Start** key to start sending.

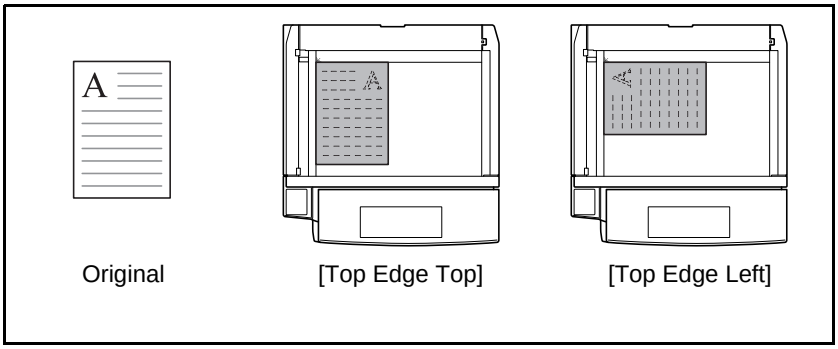
Original Orientation

To send the document in the orientation that can be read properly, specify the upper orientation of original. To use the functions below, select the orientation in which the original is set on the platen.

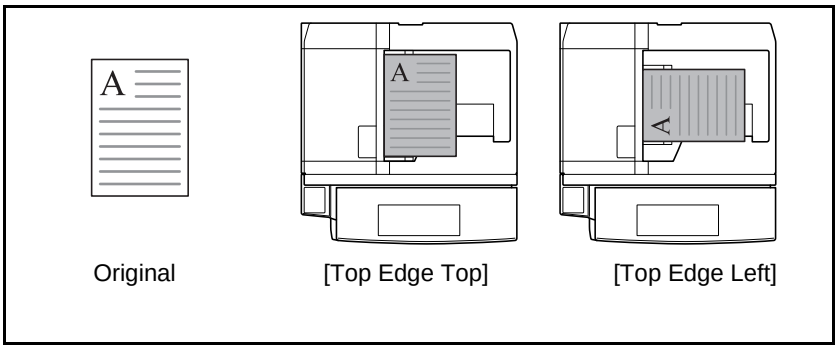
- 2-sided/Book Original
- Border Erase

* If [On] is selected as the *Orientation Confirmation (page 8-14)* setting in the System Menu, the selection screen for original orientation appears when you select any of the above functions.

When placing the original on the platen

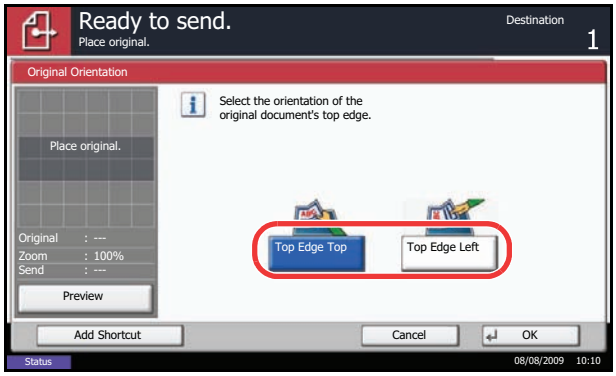


When placing the original on the optional document processor



Use the procedure below to select the orientation when placing the originals on the platen for sending.

1. Press the **Send** key.
2. Place the originals on the platen.
3. Press [Original/Sending Data Format] and then [Original Orientation].



4 Select original orientation from [Top Edge Top] and [Top Edge Left].

5 Press [OK].

6 Specify the destination, and press the **Start** key to start sending.

File Format

Select the file format of the image to send.

The table below lists the file formats and their details.

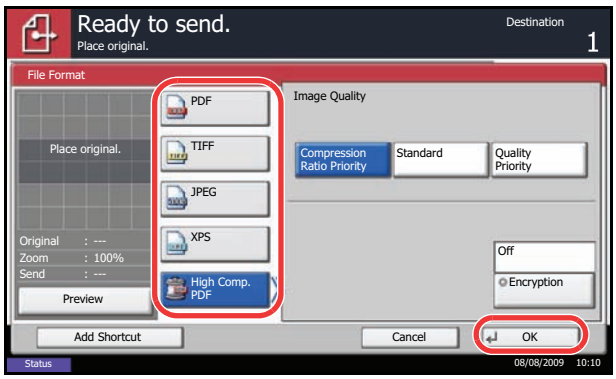
File Format	Adjustable range of image quality	Color mode
PDF	1 Low Quality (High Comp.) to 5 High Quality (Low Comp.)	Auto Color (Color/Grayscale), Auto Color (Color/Black and White), Full Color, Grayscale, Black and White
TIFF	1 Low Quality (High Comp.) to 5 High Quality (Low Comp.)	Auto Color (Color/Grayscale), Auto Color (Color/Black and White), Full Color, Grayscale, Black and White
JPEG	1 Low Quality (High Comp.) to 5 High Quality (Low Comp.)	Auto Color (Color/Grayscale), Full Color, Grayscale
XPS	1 Low Quality (High Comp.) to 5 High Quality (Low Comp.)	Auto Color (Color/Grayscale), Full Color, Grayscale
High Comp. PDF	1 Compression Ratio Priority to 3 Quality Priority	Auto Color (Color/Grayscale), Auto Color (Color/Black and White), Full Color, Grayscale

NOTE: In the color mode, when auto color (color/black and white) is selected, [JPEG] and [XPS] cannot be specified, and when black and white is selected, [JPEG], [High Comp. PDF], and [XPS] cannot be specified.

When [High Comp. PDF] is specified, you cannot adjust the image quality. In addition, when previewing the color of the image by selecting [High Comp. PDF], it may differ from the actual color.

You can use PDF encryption functions. For details, refer to the following *PDF Encryption Functions*.

Use the procedure below to select the file format for transmission.



1 Press the **Send** key.

2 Place the originals on the platen.

3 Press [Original/Sending Data Format] and then [File Format].

4 Select the file format from [PDF], [TIFF], [JPEG], [XPS], and [High Comp. PDF].

When the color mode in scanning has been selected for Grayscale or Full Color, set the image quality.

If you selected [PDF] or [High Comp. PDF], press [Encryption] and specify the encryption settings.

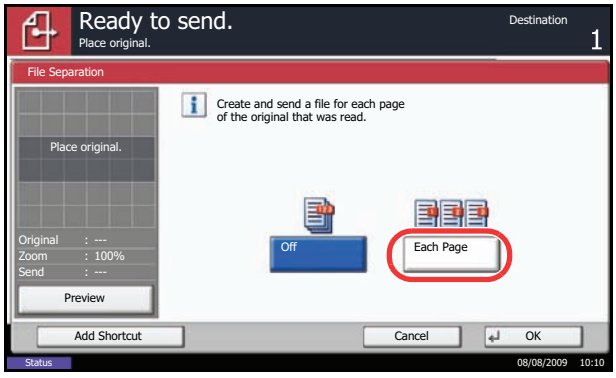
5 Press [OK].

6 Specify the destination, and press the **Start** key to start sending.

File Separation

Create several files by dividing scanned original data page by page, and send the files.

Use the procedure below to split scanned original data into separate files when sending scanned originals.



1 Press the **Send** key.

2 Place the originals on the platen.

3 Press [Original/Sending Data Format] and then [File Separation].

4 Press [Each Page] to set File Separation.

5 Press [OK].

6 Specify the destination, and press the **Start** key. The scanned original is sent after being divided into files of one page each.

NOTE: Three-digit serial number such as abc_001.pdf, abc_002.pdf... is attached to the end of the file name.

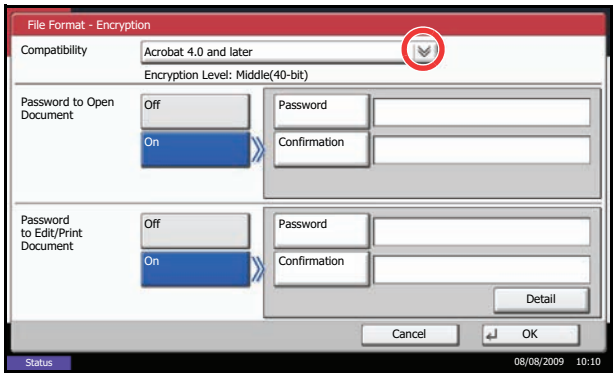
PDF Encryption Functions

If you have selected PDF or High Comp. PDF for file format, you can restrict the access level for displaying, printing, and editing PDF's by assigning a secure password.

The items you can restrict the access level with are as follows.

Item	Value	Detail
Compatibility	Acrobat 4.0 or later, Acrobat 5.0 or later	Select the version that is compatible with the PDF file.
Password to Open Document	Off, On	Enter the password to open the PDF file
Password to Edit/Print Document	Off, On	Enter the password to edit the PDF file When you have entered the password to edit/print document, you can specifically limit the operation.

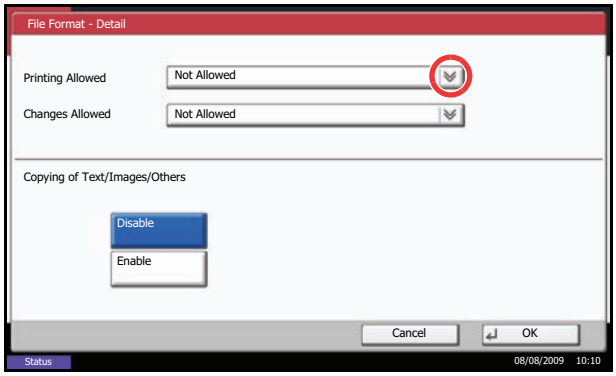
When you send a PDF file, use the procedure below to encrypt the PDF file for transmission.



1. Press the **Send** key.
2. Place the originals on the platen.
3. Press [Original/Sending Data Format], [File Format], [PDF] or [High Comp. PDF], and [Encryption].
4. Press [⌄] of *Compatibility*, select *Acrobat 4.0 and later* or *Acrobat 5.0 and later*.
5. When you enter the password to open the PDF file, select [On] of *Password to Open Document*.
6. Press [Password], enter a password (up to 256 characters) and then press [OK].

NOTE: Refer to the *Character Entry Method on page Appendix-10* for details on entering characters.

7. Press [Confirmation] and enter the password again for confirmation. Then press [OK].
8. When you enter the password to edit the PDF file, select [On] of *Password to Edit/Print Document*.
9. In the same way as the entry of *Password to Open Document*, enter the password to change the PDF file.
10. Press [Detail].



11 Restrict the access level of the PDF file. Press [⌄] of *Printing Allowed* to select the item (the scope of limit). The item to be displayed differs according to the version of Acrobat selected in *Compatibility* in step 4.

The table below shows the available settings.

Item	Detail
Not Allowed	Make the printing of PDF file impossible
Allowed (Low Resolution only)*	Can print the PDF file only in low resolution
Allowed	Can print the PDF file in original resolution

* Only displayed when [Acrobat 5.0 and later] is selected in *Compatibility*.

12 Press [⌄] of *Changes Allowed*, and select the item (the scope of limit). The item to be displayed differs according to the version of Acrobat selected in *Compatibility* in step 4.

The table below shows the available settings.

Item	Detail
Not Allowed	Cannot change the PDF file
Commenting	Can only add commenting
Inserting/Deleting/ Rotating Pages*	Can only insert, delete, and rotate the pages of the PDF file
Page Layout except extracting Pages**	Can change the page layout except extracting the pages of the PDF file
Any except extracting Pages	Can conduct all operations except extracting the pages of the PDF file

* Only displayed when [Acrobat 5.0 and later] is selected in *Compatibility*.
** Only displayed when [Acrobat 4.0 and later] is selected in *Compatibility*.

13 From *Copying of Text/Images/Others*, select [Disable] or [Enable].

The table below shows the available settings.

Item	Detail
Disable	Prohibit the copying of text and objects on the PDF file.
Enable	Can copy text and objects on the PDF file.

14 Press [OK] three times to return to *Original/ Sending Data Format*.

15 Specify the destination, and press the **Start** key to start sending.

Image Quality

Select image quality suitable to the type of original.

The table below shows the quality options.

Item	Detail
Text+Photo	Text and photos together.
Photo	For photos taken with a camera.
Text	Only text, no photos.
for OCR	For documents to be read by OCR.*

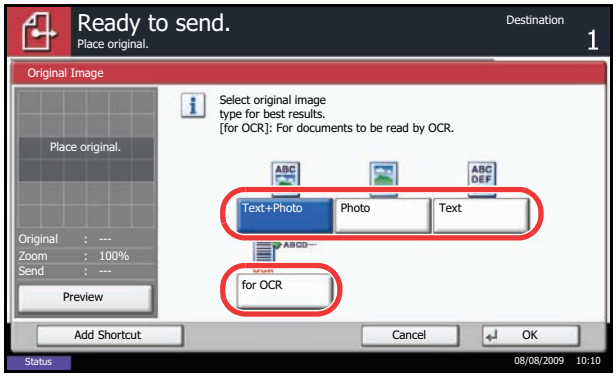
* This function is only available for black and white mode.

Use the procedure below to select the quality when sending scanned originals.

1 Press the **Send** key.

2 Place the originals on the platen.

3 Press [Color/Image Quality] and then [Original Image].



4 Select the original image.

5 Press [OK].

6 Specify the destination, and press the **Start** key to start sending.

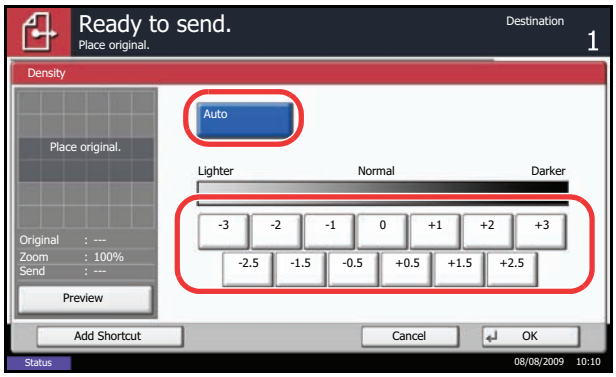
Adjusting Density

Use the procedure below to adjust the density when scanning the originals.

The table below shows the available settings.

Item	Detail
Manual	Adjust density using 7 or 13 levels.
Auto	Optimum density is selected according to the density of the original.

The procedure for adjusting the density is explained below.



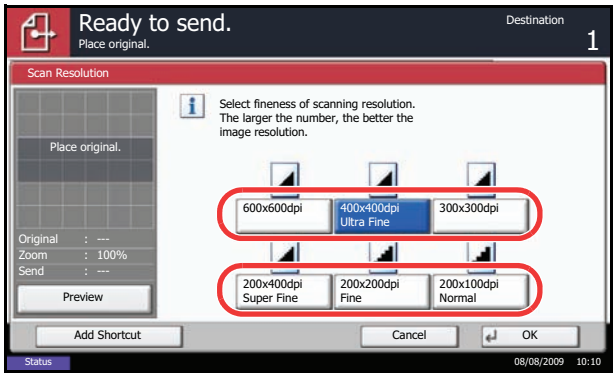
1. Press the **Send** key.
2. Place the originals on the platen.
3. Press [Color/Image Quality] and then [Density].
4. When selecting manual density adjustment, press [-3] to [+3] (*Lighter - Darker*) to adjust density.

   When selecting auto density adjustment, press [Auto].
5. Press [OK].
6. Specify the destination, and press the **Start** key to start sending.

Scan Resolution

Select the fineness of scanning resolution. The finer the scanning becomes (the larger the number becomes), the better the image quality becomes. However, better resolution also results in larger file size (file capacity) and longer scanning and sending times. The selectable resolution is 200x100dpi Normal, 200x200dpi Fine, 200x400dpi Super Fine, 300x300dpi, 400x400dpi Ultra Fine, or 600x600dpi.

The procedure for adjusting the scanning resolution when sending a scanned image is explained below.



1. Press the **Send** key.
2. Place the originals on the platen.
3. Press [Color/Image Quality] and then [Scan Resolution].
4. Select the resolution.
5. Press [OK].
6. Specify the destination, and press the **Start** key to start sending.

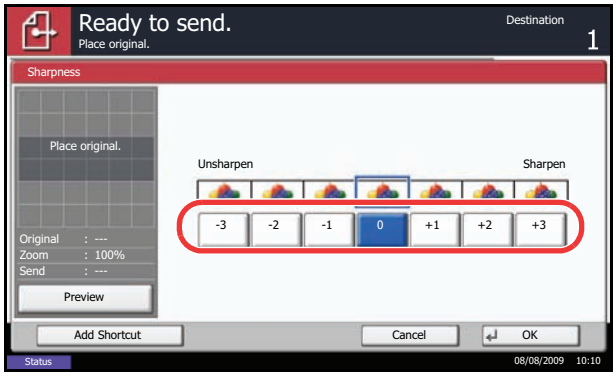
Sharpness

Select the sharpness of the image outline.

The table below shows the available settings.

Item	Detail
Sharpen	Emphasize the image outline. Make letters and lines appear sharper.
Unsharpen	Blur the image outline. Can weaken a Moire effect (grids appearing as wavelike patterns when scanning printed photos).

Use the procedure below to set the sharpness when sending scanned images.



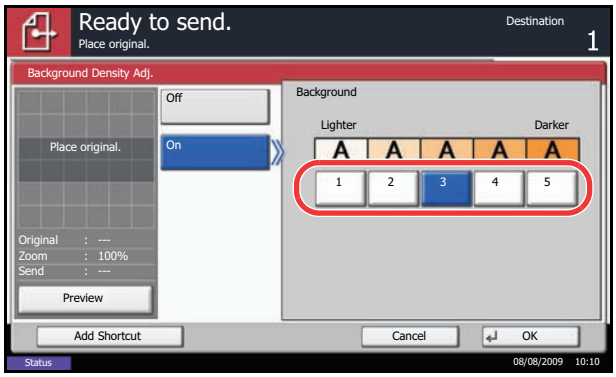
1. Press the **Send** key.
2. Place the originals on the platen.
3. Press [Color/Image Quality] and then [Sharpness].
4. Press [-3] to [+3] (*Unsharpen* - *Sharpen*) to adjust the sharpness.
5. Press [OK].
6. Specify the destination, and press the **Start** key to start sending.

Background Density Adjustment

Lightens the background of the colored original when it is too dark.

NOTE: You cannot adjust the background density if you selected [Black & White] in *Color / Grayscale / Black and White Selection* (see page 5-21).

Use the procedure below to set the background density when sending scanned images.

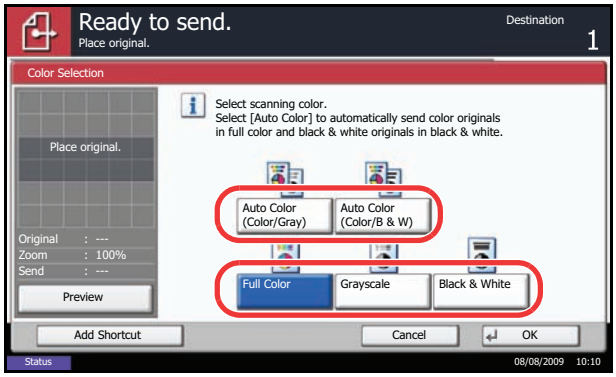


1. Press the **Send** key.
2. Place the originals on the platen.
3. Press [Color/Image Quality] and then [Background Density Adj.].
4. Press [On], and press [1] to [5] (*Lighter* - *Darker*) to adjust the background density.
5. Press [OK].
6. Specify the destination, and press the **Start** key to start sending.

Color / Grayscale / Black and White Selection

This feature allows you to select the color mode used for scanning when sending images. You can select from Auto (Color/Gray), Auto (Color/B & W), Full Color, Grayscale or Black & White.

Use the procedure below to select the color mode when sending scanned images.



1. Press the **Send** key.
2. Place the originals on the platen.
3. Press [Color/Image Quality] and then [Color Selection].
4. Select the color mode to be used for scanning.
5. Press [OK].
6. Specify the destination, and press the **Start** key to start sending.

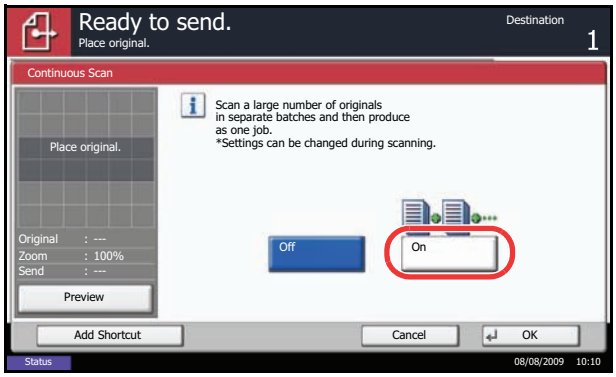
Continuous Scan

When the multi-page originals cannot be placed in the document processor at one time, the originals can be scanned in separate batches and then sent as one job. With this function, originals can be scanned one after another until you press [Scan Finish].

Any of the following settings can be changed during scanning.

- Original Size selection
- Original Orientation
- 1-sided / 2-sided selection
- Scan density
- Image quality
- Scan resolution
- Color selection
- Sending Size selection
- Zoom
- Border Erase

The procedure for using continuous scanning when sending scanned images is explained below.



1 Press the **Send** key.

2 Press [Advanced Setup] and then [Continuous Scan].

3 Press [On]. Continuous Scan is selected.

4 Press [OK].

5 Specify the destination.

6 Place the original, and press the **Start** key.

When the scanning is completed, change the settings as necessary.

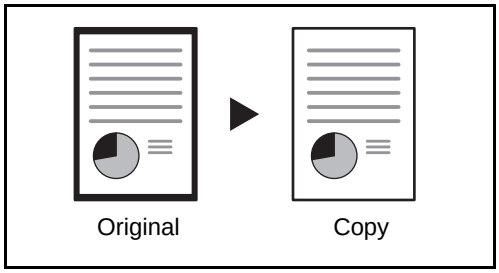
7 Place the next original, and press the **Start** key. Scan the remaining originals by the same procedure.

When you have scanned all the originals, press [Finish Scan] to start sending.

Border Erase

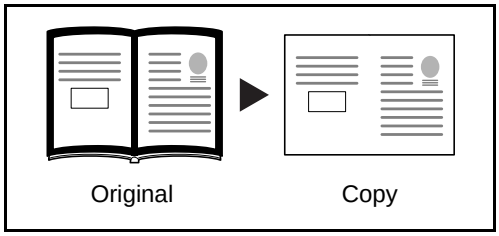
Use Border Erase to remove black shadows that appear around the outside of the original when scanning and sending originals. The following options can be selected.

Border Erase Sheet



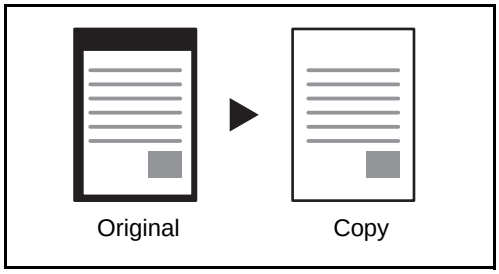
Erases black borders around the single sheet original.

Border Erase Book



Erases black borders around the edges and in the middle of the original such as a thick book. You can specify the widths individually to erase the borders around the edges and in the center of the book.

Individual Border Erase



Specify border erase widths individually for all edges.

In each option, the available ranges are as below.

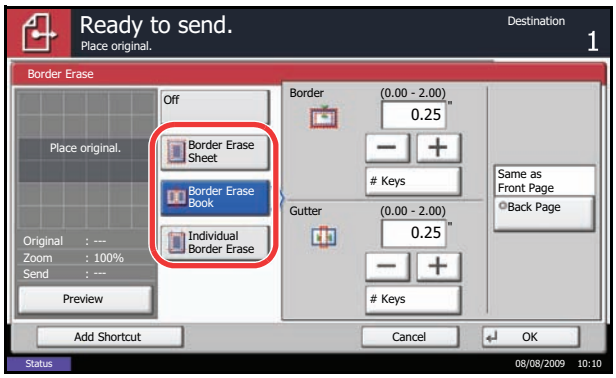
Input units	Border Erase Range
Inch models	0 to 2" (in 0.01" increments)
Metric models	0 mm to 50 mm (in 1-mm increments)

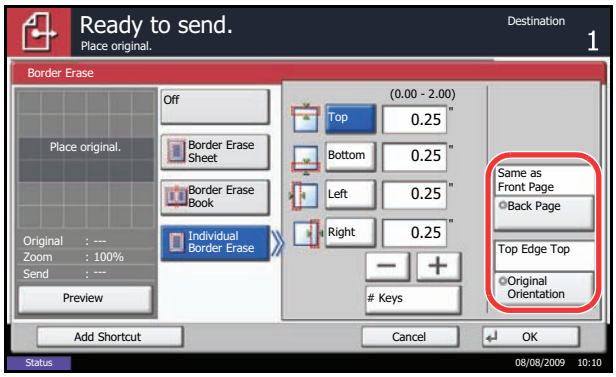
Border Erase to Back Page

When scanning a 2-sided original, this allows you to erase the borders on the back of the original. The table below shows the available settings.

Item	Detail
Same as Front Page	Border Erase performed using the same setting as the front page
Do Not Erase	No Border Erase performed on the back page

Use the procedure below to erase borders when sending scanned originals.





1. Press the **Send** key.
2. Place the originals on the platen.
3. Press [Advanced Setup] and then [Border Erase].
4. Press [Border Erase Sheet] to erase borders for an individual sheet or [Border Erase Book] to erase borders for a book.

   Use [+] or [-] to enter the width in *Border* or *Gutter*. Press [# Keys] to use the number keys for entry.

   Press [Individual Border Erase] to select the individual border erase.

   Use [+] or [-] to enter the border width or press [# Keys] and enter the width using the numeric keys.

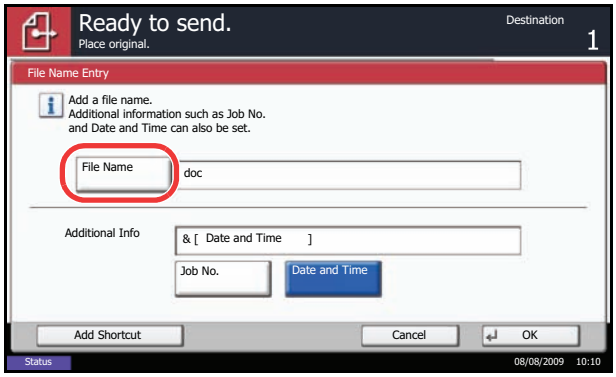
   Press [Original Orientation] to select the original orientation from either [Top Edge Top] or [Top Edge Left], and press [OK].

   For 2-sided originals, press [Back Page] and then press [Same as Front Page] or [Do Not Erase].
5. Press [OK].
6. Specify the destination, and press the **Start** key to start sending.

Enter Document Name/File Name

This setting allows you to assign a document name to scanned images. You can specify a default for the document name.

Use the procedure below to assign names to scanned documents that you are sending.



1 Press the **Send** key.

2 Place the originals on the platen.

3 Press [Advanced Setup] and then [File Name Entry].

4 Press [File Name].

5 Enter the document name, and press [OK].

NOTE: Up to 32 characters can be entered for the document name.

6 Press [Job No.] to enter the job No., and [Date and Time] to enter the date and time.

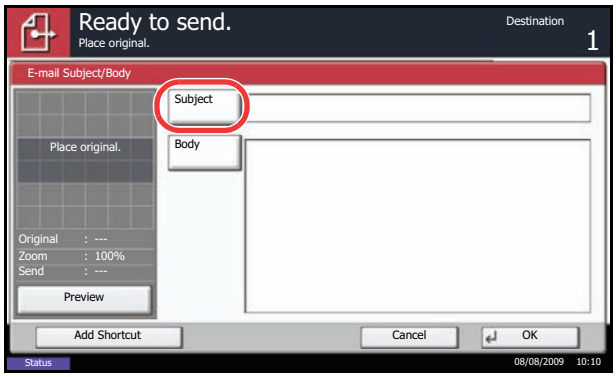
7 Press [OK].

8 Specify the destination, and press the **Start** key to start sending.

Enter E-mail Subject and Body

When sending E-mail, enter the subject and body of the E-mail.

Use the procedure below to enter the subject and body for an E-mail message and then send the E-mail.



1 Press the **Send** key.

2 Press [Advanced Setup] and then [E-mail Subject/Body].

3 Press [Subject].

4 Enter the subject, and press [OK].

NOTE: Up to 60 characters can be entered for the subject.

5 Press [Body].

6 Enter the body and press [OK].

NOTE: Up to 500 characters can be entered for the body.

7 Press [OK].

8 Specify the destination, and press the **Start** key to start sending.

WSD Scan

WSD Scan saves images of originals scanned on this machine as files on a WSD-compatible computer.

NOTE: To use WSD Scan, confirm that the computer used for WSD scanning and the machine is network-connected, and *WSD Scan Setup (page 8-68)* is set to *On* in the network settings. For information on operating the computer, refer to the computer's help or the operation guide of your software.

Installing Driver Software (for Windows Vista)

1. Click **Start** and then **Network** in the computer.
2. Right-click the machine's icon and then click **Install**.

NOTE: If the **User Account Control** window appears, click **Continue**.

If the **Found New Hardware** window appears, click **Cancel**.

3. During the installation, double-click the icon shown on the task bar to display the **Driver Software Installation** screen. When **Your devices are ready to use** is displayed on the **Driver Software Installation** screen, the installation is completed.

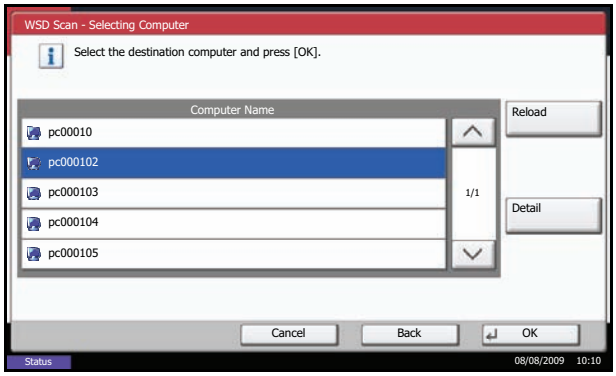
Procedure Using this machine

1. Press the **Send** Key.

   Displays the screen for sending.

NOTE: Depending on the settings, the address book screen may appear. In this event, press [Cancel] to display the screen for sending.

2. Place the originals in the document processor or on the platen.
3. Press [WSD Scan].
4. Press [From Operation Panel] and press [Next].



5 Select the destination computer and press [OK].

Press [Reload] to reload the computer list.

You can view information on the selected computer by pressing [Detail].

6 Select the type of originals, file format, etc., as necessary.

7 Press the **Start** key. Sending begins and the software installed on the computer is activated.

Procedure Using WSD Scan from Your Computer

1 Press the **Send** Key.

The send screen appears.

NOTE: Depending on the settings, the address book screen may appear. In this event, press [Cancel] to display the screen for sending.

2 Place the originals in the document processor or on the platen.

3 Press [WSD Scan].

4 Press [From Computer] and press [Execute].

5 Use the software installed on the computer to send the images.

Job Finish Notice

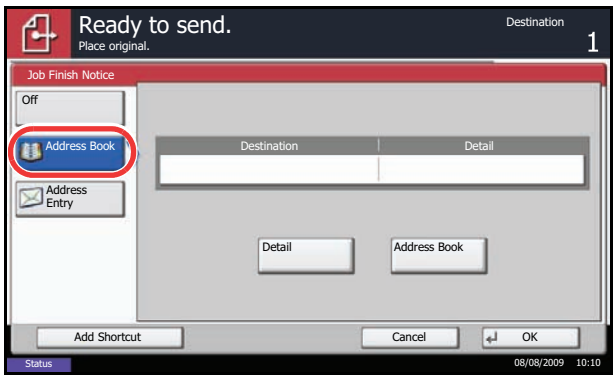
Sends a notice by e-mail when a job is completed.

Use the procedure below to specify the Job Finish Notice settings.

1 Press the **Send** key.

2 Place the originals on the platen.

3 Press [Advanced Setup] and then [Job Finish Notice].



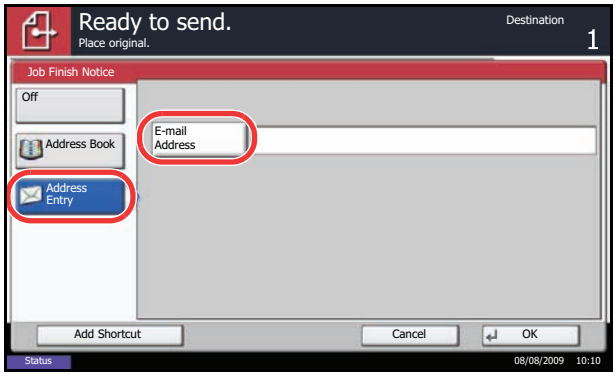
4 To select the destination from the address book, press [Address Book] on the left of the screen and then press [Address Book] in the next screen.

Select the destination to be notified, then press [OK].

You can view information on the notification destination by pressing [Detail].

5 Specify the destination to send the finish notice, and press [OK].

NOTE: For the procedure to select the destination from the Address Book, refer *Specifying Destination on page 3-28*.



6 To directly enter the address, press [Address Entry] and then [E-mail Address].

7 Enter the E-mail address, and press [OK].

8 Press [OK].

9 Specify the destination, and press the **Start** key to start sending.

When the sending is completed, the finish notice is sent to the specified E-mail address.

Send and Print

When you send originals, this feature allows you to print a copy of the document being sent.

The procedure for using Send and Print is explained below.

1 Press the **Send** key.

2 Place the originals on the platen.

3 Press [Advanced Setup] and then [Send and Print].

4 Press [On].

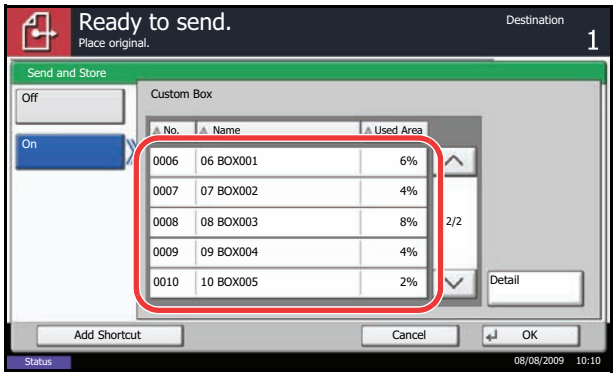
5 Press [OK].

6 Specify the destination and press the **Start** key. Transmission begins and a copy of the transmitted document is printed.

Send and Store

When you send originals, this feature allows you to store a copy of the document being sent in a Custom Box.

The procedure for using Send and Store is explained below.



1 Press the **Send** key.

2 Place the originals on the platen.

3 Press [Advanced Setup], [⌄], and then [Send and Store].

4 Press [On].

5 Select the Custom Box in which the copy is to be stored.

If a password entry screen for the Custom Box appears, enter the password.

You can view information on the selected Custom Box by pressing [Detail].

6 Press [OK].

7 Specify the destination and press the **Start** key. Transmission begins and a copy of the transmitted document is stored in the specified Custom Box.

FTP Encrypted TX

This allows you to encrypt documents when you send them. If you select [On] in this option, you can then select the encryption method in the basic send screen.

Use the procedure below to scan and send originals as encrypted files.

1. Press the **Send** Key.
2. Place the originals in the document processor or on the platen.
3. Press [Advanced Setup], [⌄], and then [FTP Encrypted TX].
4. Press [On].
5. Press [OK].

NOTE: Click *Advanced* -> Secure Protocols in the Embedded Web Server. Be sure that **SSL** of **Secure Protocol Settings** is *On* and one or more effective encryption are selected in **Clientside Settings**. For details, refer to the *Embedded Web Server Operation Guide*.

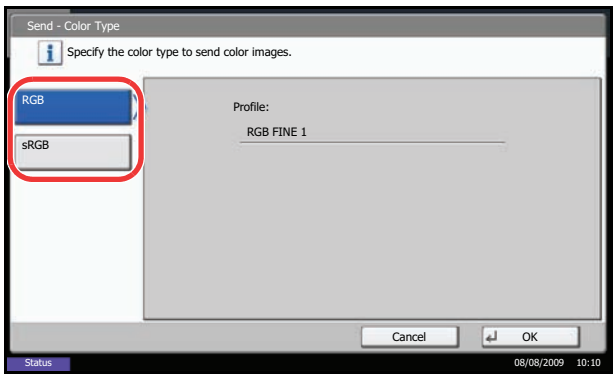
Color Type

This sets the color type when you send color documents. The table below shows the available settings.

Item	Detail
RGB	–
sRGB	Match the color reproduction space between sRGB compatible systems.

Selecting *RGB* displays the color profile values set on the machine.

1. Press **System Menu** key.
2. Press [Send] and [Change] of *Color Type*.
3. Select [RGB] or [sRGB].
4. Press [OK].



About Color Profiles

The color scanner provides color profiles to adjust color.

NOTE: The color profile data import method varies for every TWAIN/WIA-compliant software. Use the color profile after carefully reading the manual included with your TWAIN/WIA-complaint software.

Selecting a color profile compatible with this device

1 Select the color profile found in the CD included with this scanner CD (Product Library) under the **Color Profile** folder.

NOTE: Use the indicated color profiles when you chose RGB in color type.

6 Document Box

This chapter explains the typical procedure for utilizing Document Box.

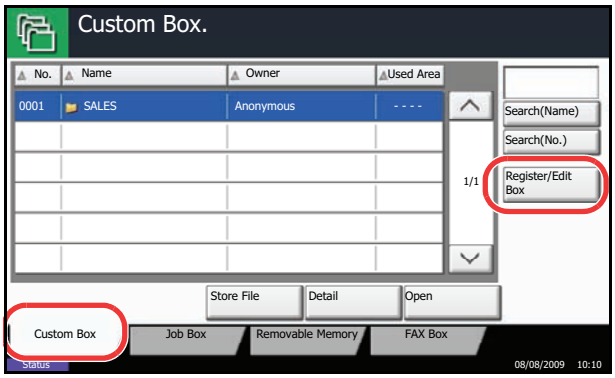
- Using a Custom Box 6-2
- Using a Job Box.....6-12
- Printing Documents Stored in Removable USB Memory.....6-20
- Saving Documents to USB Memory (Scan to USB) 6-22

Using a Custom Box

NOTE: In the following explanation, it is assumed that user login administration is enabled. For details on User Logon privileges, refer to *User Privileges on page 3-38*.

Creating a New Custom Box

Use the procedure below to create a new box in the user box.



1 Press the **Document Box** key.

2 Press [Custom Box] and then [Register/Edit Box].

3 Press [Add].

4 Press [Change] for each item, enter the information and then press [OK].

The table below lists the items to be set.

Item	Detail
Box No	Enter the box number by pressing [-, +] or number keys. The box number can be from 0001 to 1000. A Custom Box should have a unique number. If you enter 0000, the smallest number available will be automatically assigned.
Box Name	Enter a box name consisting of up to 32 characters. Refer to the *Character Entry Method on Appendix-10* for details on entering characters.
Box Password	User access to the box can be restricted by specifying a password to protect the box. Entering a password is not mandatory. Enter the same password of up to 16 characters in both [Password] and [Confirm Password].

Item	Detail
Usage Restriction	To preserve the hard disk capacity, the storage capacity for a box can be restricted. To enable a capacity restriction enter a value for the storage capacity of the Custom Box in megabytes by pressing [-, +] or number keys. You can enter a limit between 1 and 30,000. (Changes according to the number of created custom boxes.)
Auto File Deletion	Automatically deletes stored documents after a set period of time. Press [On] to enable automatic deletion and then use [+] and [-] or the numeric keys to enter the number of days for which documents are stored. You can enter any number between 1 and 31 day(s). To disable automatic file deletion, press [Off].
Overwrite Setting	Specifies whether or not old stored documents are overwritten when new documents are stored. To overwrite old documents, press [Permit]. To retain old documents, press [Prohibit].
Delete after Printed	Automatically delete document from the box once printing is complete. To delete the document, press [On]. To retain the document, press [Off].

NOTE: If user login administration is enabled, "Owner" and "Permission" are also displayed. Refer to *Creating new Custom Boxes when user login administration is enabled on page 3-39*.

5 Check the details you have entered and then press [Register]. The Custom Box is created.

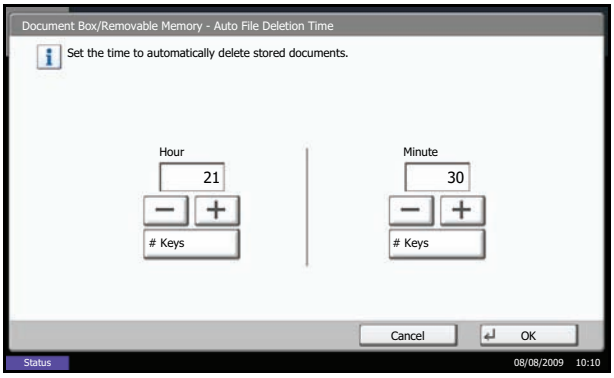
Setting the document deletion time

Sets the time when documents stored in a custom box are deleted.

The procedure for using Auto File Deletion Time is explained below.

1 Press the **System Menu** key.

2 Press [Document Box/Removable Memory], [Next] of *Custom Box*, [Next] of *Default Setting* and then [Change] of *Auto File Deletion Time*.



3 Set the time at which the document is deleted by pressing [+], [-]. Press [# Keys] to enter the time directly using the numeric keys.

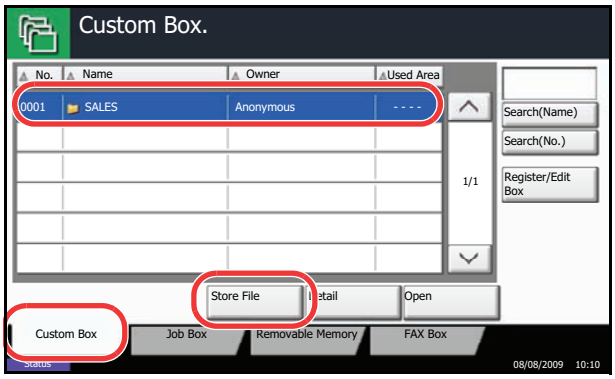
4 Press [OK]. The time for document deletion is set.

Storing Documents

The procedure for storing documents in a custom box is explained below.

1 Press the **Document Box** key.

2 Place the originals in the document processor or on the platen.



3 Press [Custom Box], select the box where the document will be stored and then press [Store File].

NOTE: The Custom Box to store a file needs to be created in advance.

If a custom box is protected by a password, enter the correct password.

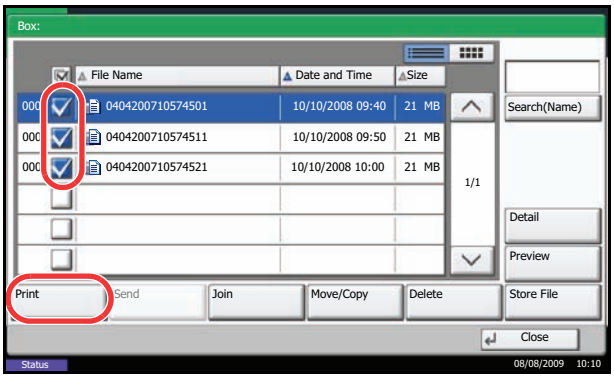
4 Select the type of originals, scanning density, etc., as necessary.

5 Press the **Start** key. The original is scanned and the data is stored in the specified Custom Box.

NOTE: Enter up to 64 characters as the file name.

Printing Documents

The procedure for printing documents in a custom box is explained below.



1 Press the **Document Box** key.

2 Press [Custom Box], select the box containing the document you want to print and press [Open].

NOTE: If a custom box is protected by a password, enter the correct password.

3 Select the document you wish to print by checking the checkbox.

The document is marked with a checkmark.

NOTE: To deselect, press the checkbox again and remove the checkmark.

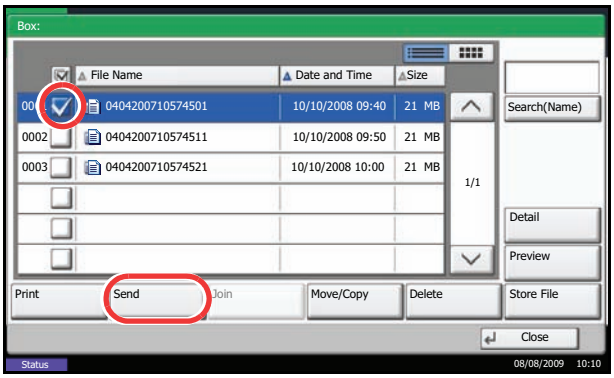
4 Press [Print].

5 Set the paper selection, duplex printing, etc., as desired.

6 Press the **Start** key. Printing of the selected document begins.

Sending Documents

The procedure for sending documents in a custom box is explained below.



1 Press the **Document Box** key.

2 Press [Custom Box], select the box containing the document you want to send and press [Open].

NOTE: If a custom box is protected by a password, enter the correct password.

3 Select the document you wish to send by checking the checkbox.

The document is marked with a checkmark.

NOTE: You cannot select and send multiple documents. To deselect, press the checkbox again and remove the checkmark.

4 Press [Send].

The screen for sending appears.

NOTE: Depending on the settings, the address book screen may appear.

5 Set the destination.

NOTE: For more information on selecting destinations, refer to *Specifying Destination on page 3-28*.

6 Press the **Start** key. Sending of the selected document begins.

Form Overlay from Custom Boxes

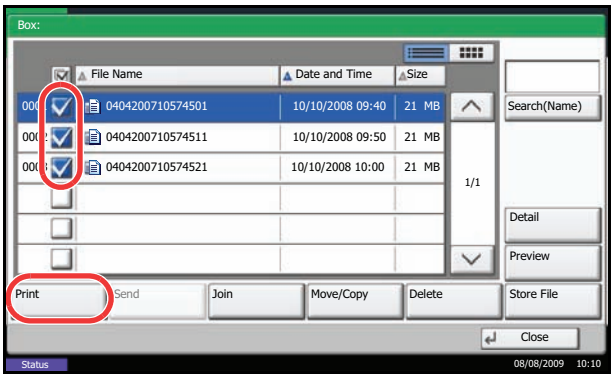
This function allows you to retrieve images (image files), overlay them into documents stored in custom boxes and then print the results.

Use the procedure below.

1 Press the **Document Box** key.

2 Press [Custom Box], select the box containing the document you want to overlay the image into and print, and then press [Open].

NOTE: If a custom box is protected by a password, enter the correct password.

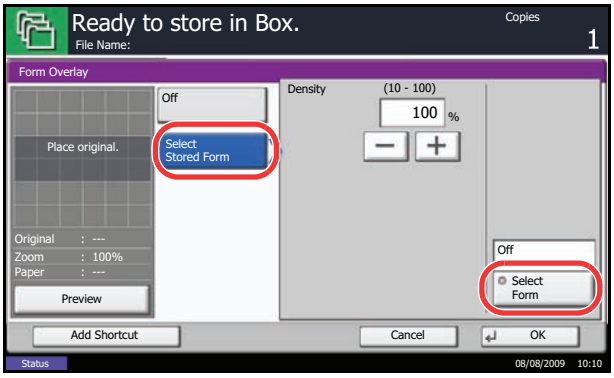


3 Select the document you wish to print by checking the checkbox.

The document is marked with a checkmark.

NOTE: To deselect, press the checkbox again and remove the checkmark.

4 Press [Print].



5 Press [Functions], [Form Overlay], [Select Stored Form], and then [Select Form].

NOTE: You can change the form density setting through 10 levels from 10% to 100%. Press the [+] or [-] buttons in *Density*.

6 In *Form Overlay - Select Form*, select the image file to be overlaid onto the document from the displayed document boxes.

You can only select one image file.

7 Press [OK].

8 Press [OK] again to return to the Functions screen.

9 Press the **Start** key. Printing begins.

Editing Documents

This function allows you to move or copy documents stored in custom boxes into other boxes or to join multiple documents together. You can also copy documents to USB memory connected to this machine.

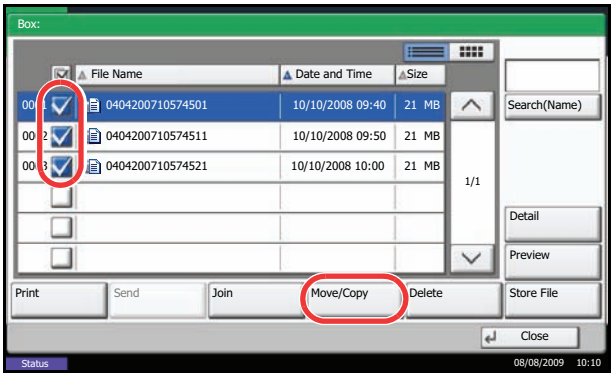
Moving a Document / Copying a Document

The procedure for moving or copying documents is explained below.

1 Press the **Document Box** key.

2 Press [Custom Box], select the box containing the document you want to move or copy and press [Open].

NOTE: If a custom box is protected by a password, enter the correct password.

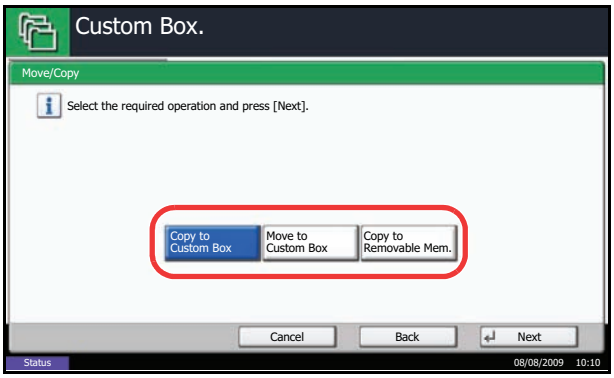


3 Select the document in the list that you want to move or copy by pressing the checkbox.

The document is marked with a checkmark.

NOTE: To deselect, press the checkbox again and remove the checkmark.

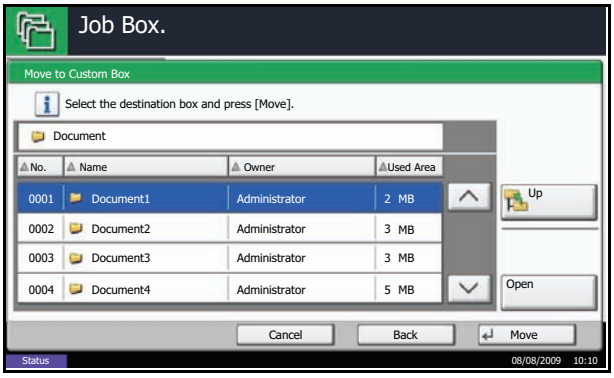
4 Press [Move/Copy].



5 To move the document, press [Move to Custom Box].

To copy the document, press [Copy to Custom Box] or [Copy to Removable Mem.].

6 Press [Next].



7 To copy or move the document to a custom box, select the destination box.

To copy the document to USB memory, select the destination folder and press [Next]. If necessary, set the saved file size and the file format, etc.

8 Press [Move] or [Copy] and then press [Yes] in the confirmation screen. The selected document is moved or copied.

NOTE: If the box to which the document is to be moved or copied is protected by a password, enter the correct password.

Joining Documents

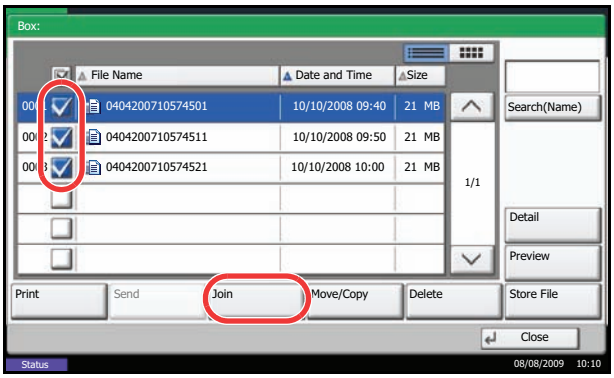
The procedure for joining documents in a custom box is explained below.

NOTE: You can only join a document to other documents in the same custom box. If necessary, move the documents to be joined beforehand.

1 Press the **Document Box** key.

2 Press [Custom Box], select the box containing the documents you want to join and press [Open].

NOTE: If a custom box is protected by a password, enter the correct password.



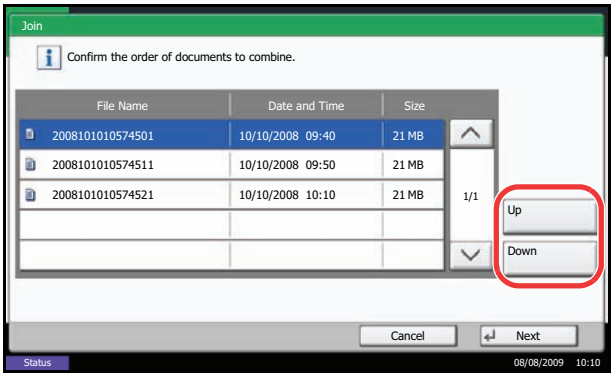
3 Select the documents in the list that you wish to join by pressing the checkbox.

The document is marked with a checkmark.

You can join up to 10 documents.

NOTE: To deselect, press the checkbox again and remove the checkmark.

4 Press [Join].



5 Arrange the documents into the order in which they are to be joined.

Highlight the document you want to rearrange and press [Up] or [Down] to move it to the correct place in the sequence.

6 Press [Next].

7 Press [File Name], enter the file name for the joined document and press [OK].

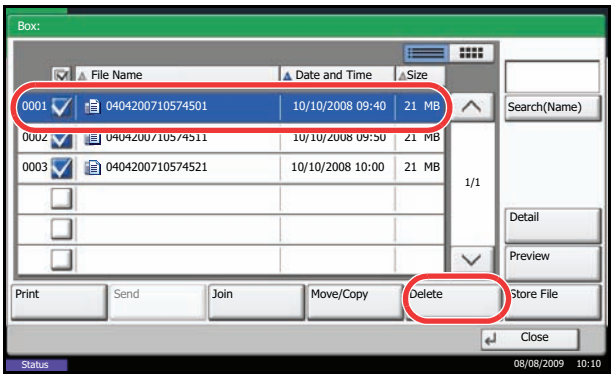
NOTE: Enter up to 32 characters as the file name.

8 Press [Join] and then press [Yes] in the confirmation screen. The documents are joined.

NOTE: After joining, the original documents are left unchanged. Delete the documents if they are no longer needed.

Deleting Documents

The procedure for deleting documents in a custom box is explained below.



1 Press the **Document Box** key.

2 Press [Custom Box], select the box containing the document you want to delete and press [Open].

NOTE: If a custom box is protected by a password, enter the correct password.

3 Select the document you wish to delete by checking the checkbox.

The document is marked with a checkmark.

NOTE: [Delete] is disabled until a document is selected.
To deselect, press the checkbox again and remove the checkmark.

4 Press [Delete]. The delete confirmation screen appears.

5 Press [Yes]. The document is deleted.

Using a Job Box

Private Print/Stored Job Box

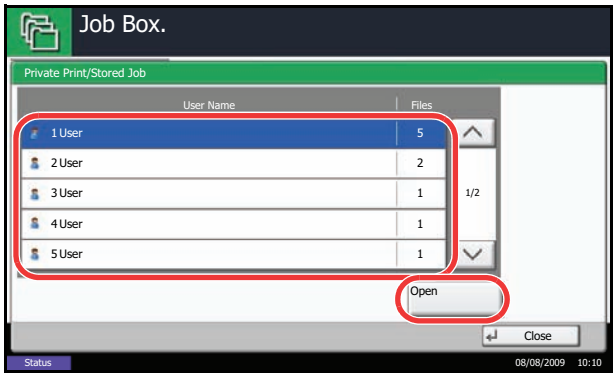
Private Print/Stored Job Box stores the print data which is printed by using the printer driver as a Private Print/Stored Job.

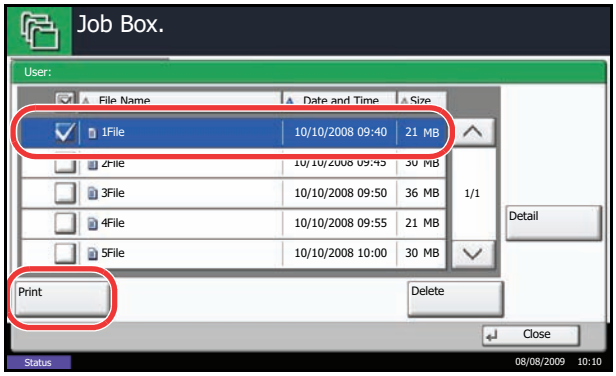
Refer to the *Printer Driver User Guide* on *how to print a job as Private Print* or *Stored Job using the printer driver*.

Printing a Document in Private Print/Stored Job Box

You can print documents stored in a Private Print/Stored Job box.

Use the procedure below to print a document.





1. Press the **Document Box** key.
2. Press [Job Box].
3. Select [Private Print/Stored Job] and press [Open].
4. Select the creator of the document to print and press [Open].
5. Select the document and press [Print].

NOTE: If a password is set for the Custom Box in advance, enter the correct password.

6. If the document is protected by a password, enter the password using the numeric keys.
7. Specify the number of copies to print as desired.
8. Press [Start Print] to start printing.

   Upon completion of printing, the Private Print job is automatically deleted.

Deleting a Document

You can delete documents stored in a Private Print/Stored Job box.

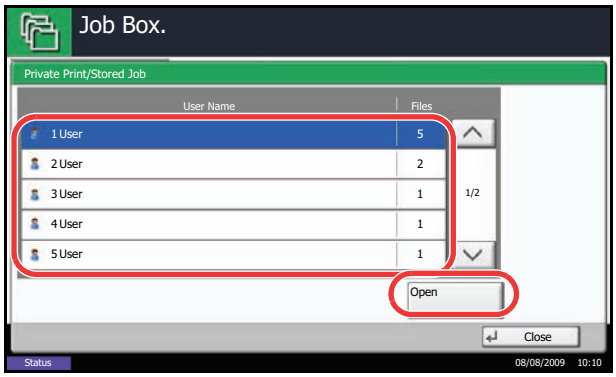
Use the procedure below to delete a document.

1 Press the **Document Box** key.

2 Press [Job Box].

3 Select [Private Print/Stored Job] and press [Open].

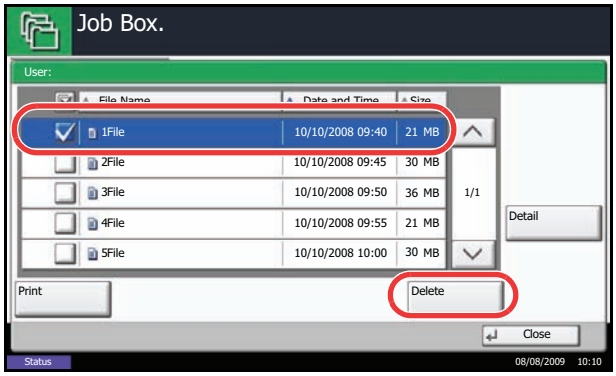
4 Select the creator of the document and press [Open].



5 To delete the document, select the document and press [Delete].

When the delete confirmation screen appears, press [Yes].

If the document is protected by a password, enter the password using the numeric keys and the document is deleted.



Quick Copy/Proof and Hold Print Box

Quick Copy/Proof and Hold box stores the print data which is printed by using the printer driver as a Quick Copy or Proof and Hold Print job.

Refer to the *Printer Driver User Guide* on *how to print a job as Quick Copy* or *Proof and Hold Print job using the printer driver*.

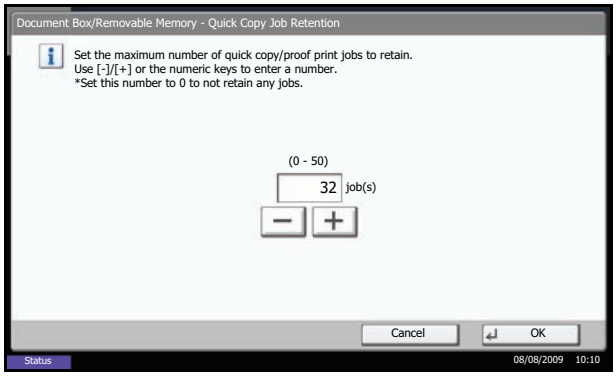
Setting the Number of Stored Jobs

To maintain free space on the hard disk, you can set the maximum number of stored jobs.

Use the procedure below to set the number of stored jobs.

1 Press the **System Menu** key.

2 Press [Document Box/Removable Memory], [Next] of *Job Box*, then [Change] of *Quick Copy Job Retention*.


Document Box/Removable Memory - Quick Copy Job Retention
Set the maximum number of quick copy/proof print jobs to retain.
Use [-]/[+] or the numeric keys to enter a number.
*Set this number to 0 to not retain any jobs.
(0 - 50)
32
job(s)
Cancel
OK
Status
08/08/2009 10:10

3 Press [+] or [–] to enter the maximum number of stored jobs. You can enter any number between 0 and 50.

You can also enter the number using the numeric keys.

NOTE: If you enter a value of 0 (zero), you cannot use the Repeat Copy function.

4 Press [OK]. The maximum number of stored jobs is set.

Printing a Document

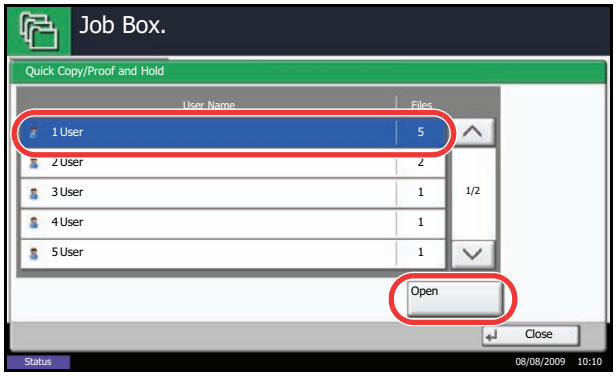
You can print documents stored in the Quick Copy/Proof and Hold box.

Use the procedure below to print a document.

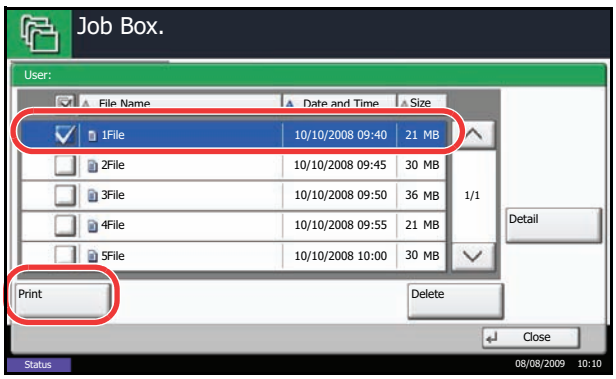
1 Press the **Document Box** key.

2 Press [Job Box].

3 Select [Quick Copy/Proof and Hold] and press [Open].



4 Select the creator of the document and press [Open].



5 Select the document to print, and press [Print].

6 Specify the number of prints as desired.

7 Press [Start Print] to start printing.

Deleting a Document

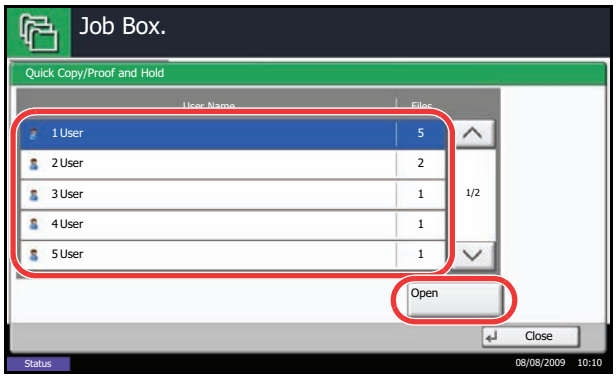
You can delete documents stored in the Quick Copy/Proof and Hold box.

Use the procedure below to delete a document.

1 Press the **Document Box** key.

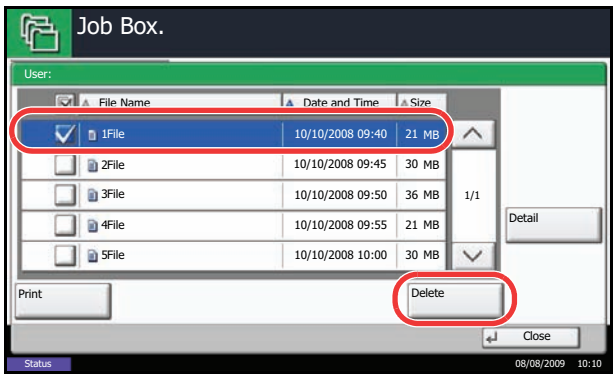
2 Press [Job Box], [Quick Copy/Proof and Hold], then [Open].

3 Select the creator of the document and press [Open].



4 Select the document to delete and press [Delete].

The delete confirmation screen appears.



5 Press [Yes]. The document is deleted.

Repeat Copy Box

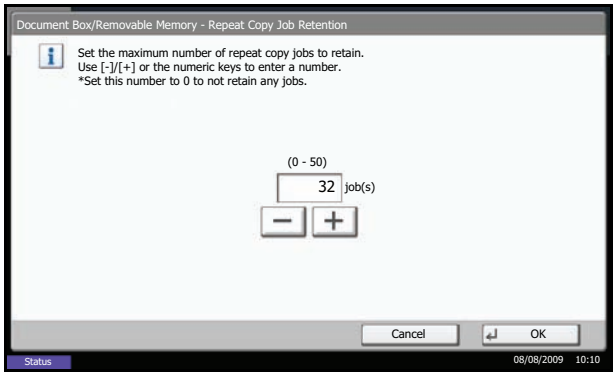
Setting the Number of Stored Jobs

To maintain free space on the hard disk, you can set the maximum number of stored jobs.

Use the procedure below to specify the maximum number of stored jobs.

1 Press the **System Menu** key.

2 Press [Document Box/Removable Memory], [Next] of *Job Box*, [Change] of *Repeat Copy Job Retention*.


Document Box/Removable Memory - Repeat Copy Job Retention
Set the maximum number of repeat copy jobs to retain.
Use [-]/[+] or the numeric keys to enter a number.
*Set this number to 0 to not retain any jobs.
(0 - 50)
32
job(s)
Cancel
OK
Status
08/08/2009 10:10

3 Use the [+] and [–] keys or the numeric keys to enter the maximum number of stored jobs.

You can enter any number between 0 and 50.

NOTE: If you enter a value of 0 (zero), no jobs are stored.

4 Press [OK]. The maximum number of stored jobs is set.

Printing a Document

You can print the documents stored in the Repeat Copy box.

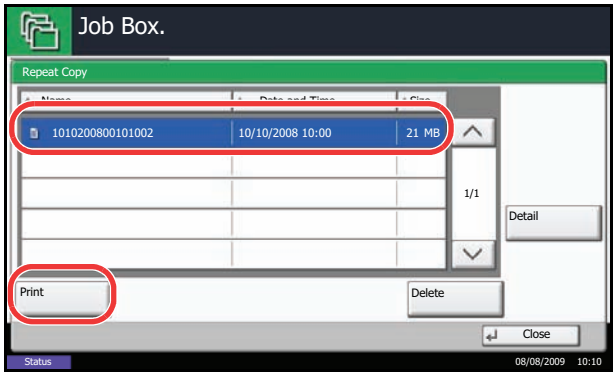
Use the procedure below to print a document.

1 Press the **Document Box** key.

2 Press [Job Box].

3 Select [Repeat Copy] box, and press [Open].

4 Select the document to print and press [Print].



5 If the document is protected by a password, enter the password using the numeric keys.

6 Press [Start Print] to start printing.

The Repeat Copy box job will be deleted when the main power switch is turned off.

Automatic Delete Setting for Temporary Documents

This setting specifies that documents, such as Private Printing, Quick Copying, or Proof and Hold Printing, saved temporarily in the job box are automatically deleted after they have been saved for a set time.

The table below shows the available settings.

Item	Detail
Off	Temporary documents are not automatically deleted. However, the temporary documents will be deleted when the power is turned off.
1 hour	Documents are deleted after 1 hour.
4 hours	Documents are deleted after 4 hours.
1 day	Documents are deleted after 1 day.
1 week	Documents are deleted after 1 week.

Use the procedure below to set automatic deletion for temporary documents.

1 Press the **System Menu** key.

2 Press [Document Box/Removable Memory], [Next] of *Job Box*, then [Change] of *Deletion of Job Retention*.

3 Select the time for automatic deletion.

To deactivate automatic deletion, press [Off].

4 Press [OK].

NOTE: This function is valid for documents saved after the function is set. Regardless of this function setting, temporary documents are deleted when the main power switch is turned off.

Form for Form Overlay Box

Storing a Form

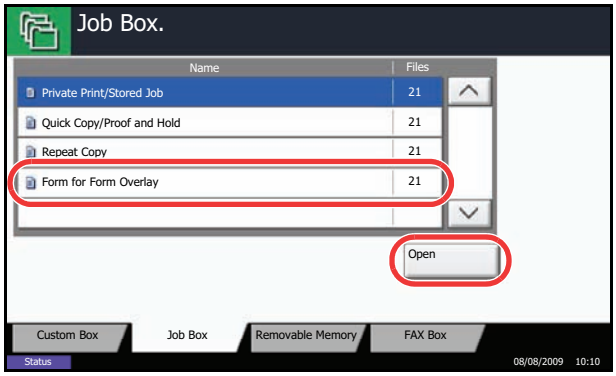
You can store forms to be used for the form overlay in the *Form for Form Overlay* box. You can store a 1-page form.

Use the procedure below to store a form.

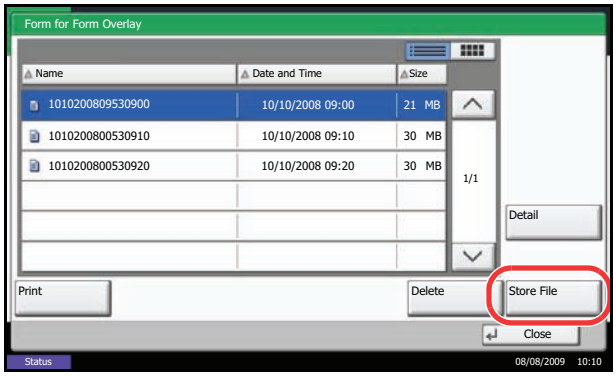
1 Press the **Document Box** key.

2 Place the original in the document processor or on the platen.

3 Press [Job Box].



4 Select [Form for Form Overlay] and press [Open].



5 Press [Store File].

6 If necessary, select the image quality of original, scanning density, etc. before the original is scanned.

7 Press the **Start** key. The original is scanned and stored in the *Form for Form Overlay* box.

NOTE: For information on using image overlays with a stored form, see *Form Overlay on page 4-22* and *Form Overlay from Custom Boxes on page 6-7*.

Deleting a Form Stored

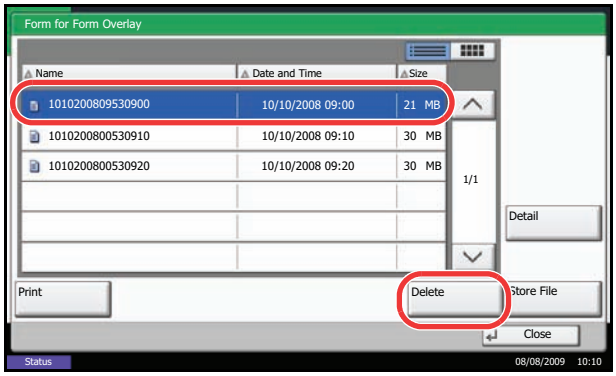
You can delete the form stored in the *Form for Form Overlay* box.

Use the procedure below to delete a form.

1 Press the **Document Box** key.

2 Press [Job Box].

3 Select [Form for Form Overlay] and press [Open].



4 Select the form to delete and press [Delete].

The delete confirmation screen appears.

5 Press [Yes]. The form is deleted.

Printing Documents Stored in Removable USB Memory

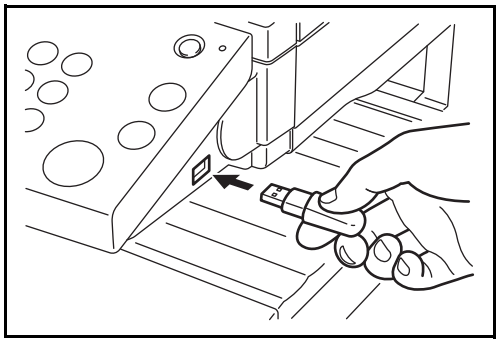
Plugging USB memory directly into the machine enables you to quickly and easily print the files stored in the USB memory without having to use a computer.

Limitations

- The following file types can be printed:
  - •PDF file (Version 1.5)
  - •TIFF file (TIFF V6/TTN2 format)
  - •JPEG file
  - •XPS file
  - •Encrypted PDF file
- PDF files you wish to print should have an extension (.pdf).
- Files to be printed should be saved no further down than the top 3 folder levels.
- Use USB memory properly formatted by this machine.
- Plug the USB memory directly into the USB memory slot (A1). We do not guarantee that USB memory printing is error free if a USB hub is used.

Printing

Print documents stored in the removable USB memory.



1 Plug the USB memory into the USB memory slot (A1).

IMPORTANT: Use USB memory formatted by this machine. If a USB memory formatted by any other device is used, *The removable memory is not formatted*. may appear. To format a USB memory, press [Format] and follow the instructions on the screen.

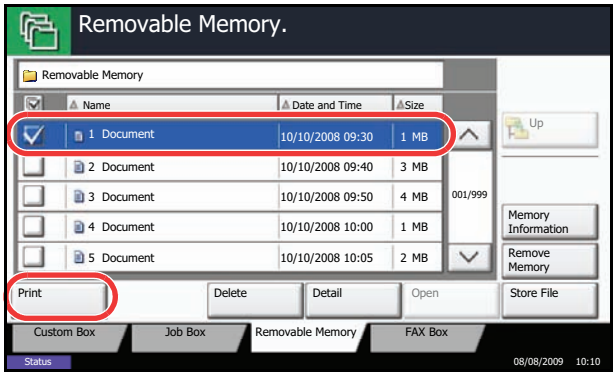
2 When the machine reads the USB memory, *Removable Memory is recognized. Displaying files.* may appear. Press [Yes] to display the removable memory screen.

NOTE: If the message does not appear, press the Document Box key and then [Removable Memory].

3 Select the folder containing the file to be printed and press [Open].

The machine will display documents in the top 3 folder levels, including the root folder.

NOTE: To return to a higher level folder, press [Up].



4 Select the file to be printed and press [Print].

5 Change the number of copies, duplex printing, etc. as desired.

6 Press the **Start** key. Printing of the selected file begins.

6

Removing USB Memory

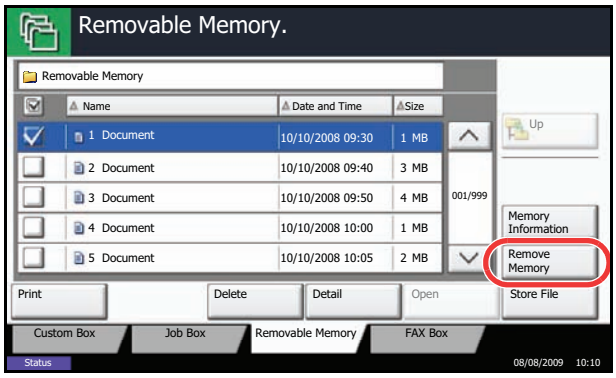
Remove the USB memory.

IMPORTANT: Be sure to follow the proper procedure to avoid damaging the data or USB memory.

1 Press the **Document Box** key.

2 Press [Removable Memory].

3 Press [Remove Memory].



4 Remove the USB memory after *Removable Memory can be safely removed.* is displayed.

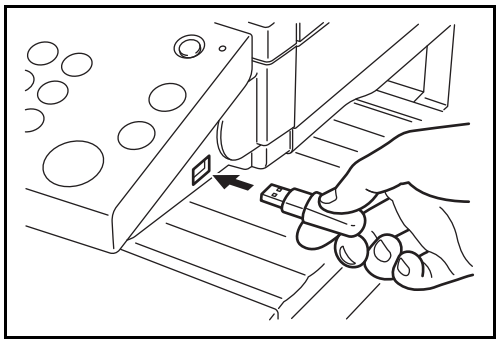
Saving Documents to USB Memory (Scan to USB)

This function allows you to store scanned image files in USB memory connected to the machine. You can store files in PDF, TIFF, JPEG, XPS or high-compression PDF format.

NOTE: The maximum number of the storable files is 100.

Storing Documents

The procedure for storing documents in removable USB memory is explained below.



1 Plug the USB memory into the USB memory slot (A1).

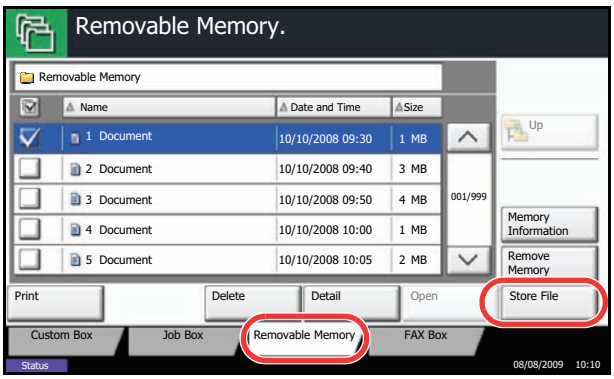
IMPORTANT: Use only USB memory that has been formatted on this machine. If USB memory formatted on another device is used, *The removable memory is not formatted* message may appear. To format the USB memory, press [Format].

2 When the machine reads the USB memory, *Removable Memory is recognized. Displaying files.* may appear. Press [Yes] to display the removable memory screen.

NOTE: If the message does not appear, press the Document Box key and then [Removable Memory].

3 Select the folder where the file will be stored and press [Open].

The machine will display the top 3 folder levels, including the root folder.



4 Press [Store File].

5 Set the type of original, file format, etc., as desired.

6 Press the **Start** key. The original is scanned and the data is stored in the USB memory.

7 Status / Job Cancel

This chapter explains how to check the status and history of jobs and cancel the jobs being processed or waiting to be printed.

This chapter also explains how to check the remaining amount of toner and paper and the status of devices, and how to cancel the fax communication.

- Checking Job Status 7-2
- Checking Job History 7-9
- Sending the Job Log History 7-11
- Pause and Resumption of Jobs 7-13
- Canceling of Jobs 7-13
- Priority Override for Waiting Jobs 7-14
- Reordering Print Jobs 7-14
- Checking the Remaining Amount of Toner and Paper 7-15
- Device/Communication 7-16

Checking Job Status

Check the status of jobs being processed or waiting to be printed.

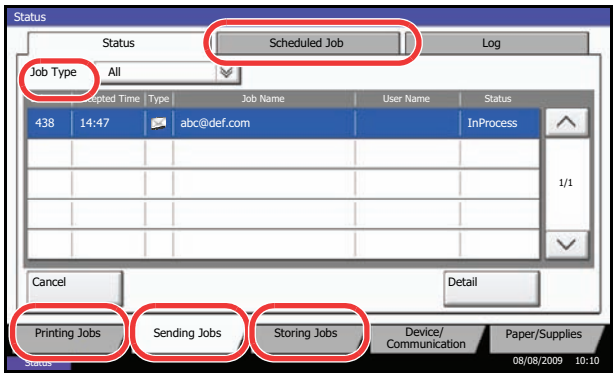
Available Status Screens

The processing and waiting statuses of jobs are displayed as a list on the touch panel in four different screens - Printing Jobs, Sending Jobs, Sending Jobs - Timer waiting, and Storing Jobs. The following job statuses are available.

Screen	Job statuses to be displayed
Printing Jobs	• Copy • Printer • FAX reception • i-FAX reception • E-mail reception • Printing from Document Box • Job Report /List • Printing data from removable memory
Sending Jobs	• FAX transmission • i-FAX transmission • PC (SMB/FTP) transmission • E-mail • Application • Multiple destination • Sending Job FAX using Delayed transmission
Storing Jobs	• Scan • FAX • i-FAX • Printer • Join Box Document • Copy Box Document

Displaying Status Screens

Use the procedure below to display the Status screen.



1 Press the **Status/Job Cancel** key.

2 The Status screen appears. Press either of [Printing Jobs], [Sending Jobs], or [Storing Jobs] to check the status.

To check the scheduled transmission job, press [Sending Jobs] and then [Scheduled Job].

For an explanation of the screen, refer to *Details of the Status Screens on page 7-3*.

Details of the Status Screens

The items and keys displayed on the status screens are as follows.

For information on how to display the Status screen, see *Displaying Status Screens on page 7-2*.

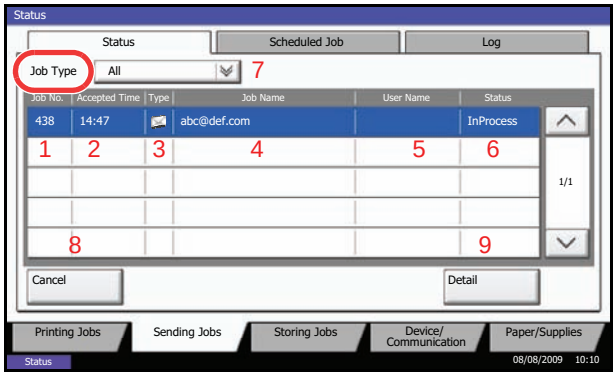
Printing Jobs Status Screen

The table below lists the items displayed in the Printing Jobs Status screen.

No.	Item / Key	Detail
1	Job No.	Acceptance No. of job
2	Accepted Time	Accepted Time of job
3	Type	Icons that indicate the job type ■Copy job ■Printer job ■FAX reception ■i-FAX reception ■E-mail reception ■Job from Document Box ■Report / List ■Data from Removable Memory
4	Job Name	Job Name or file name
5	User Name	User Name for the executed job
6	Status	Status of job InProcess: The status before starting to print. Printing: Printing Waiting: Print Waiting Pause: Pausing print job or error Canceling: Canceling the job

No.	Item / Key	Detail
7	[⩔] of Job Type	Sorts by specific type of job
8	[Pause All Print Jobs]	Pauses all the printing jobs. By pressing this key again, the printing jobs will be resumed.
9	[Cancel]	Select the job to be canceled from the list, and press this key.
10	[Priority Override]	Select the job to be overridden, and press this key. (Refer to *Priority Override for Waiting Jobs on page 7-14*)
11	[Move Up]	In the list, select the job that you want to move up the job queue and press this key. (Refer to *Reordering Print Jobs on page 7-14*)
12	[Detail]	Select the job for displaying detailed information from the list, and press this key. (Refer to *Checking the Detailed Information of Histories on page 7-10*)

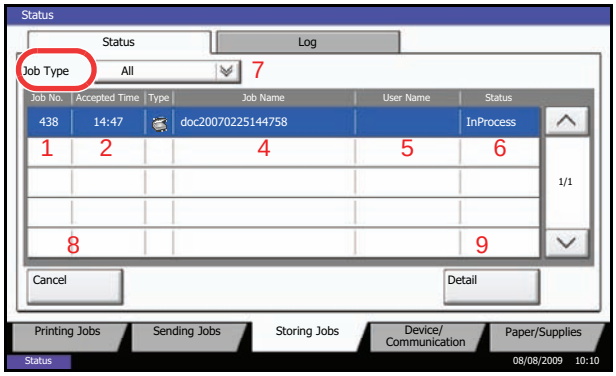
Sending Jobs Status screen



The table below lists the items displayed in the Sending Jobs Status screen.

No.	Item / Key	Detail
1	Job No.	Acceptance No. of job
2	Accepted Time	Accepted Time of job
3	Type	Icons that indicate the job type ■Sending Job FAX ■Sending Job i-FAX ■Sending Job PC (SMB/FTP) ■Sending Job E-mail ■Sending Job Application ■Sending Job Multiple
4	Destination	Destination (Either destination name, FAX number, E-mail address, or server name)
5	User Name	User Name for the executed job
6	Status	Status of job InProcess: The status before starting sending such as during scanning originals Sending: Sending Waiting: Sending Waiting Canceling: Canceling the job Pause: Pausing the job
7	[⩒] of Job Type	Only selected type of jobs is displayed.
8	[Cancel]	Select the job you want to cancel from the list, and press this key.
9	[Detail]	Select the job whose detailed information you want to display from the list, and press this key. (Refer to *Checking the Detailed Information of Histories on page 7-10*)

Storing Jobs Status screen



The table below lists the items displayed in the Storing Jobs Status screen.

No.	Display / Key	Details
1	Job No.	Acceptance No. of job
2	Accepted Time	Accepted Time of job
3	Type	Icons that indicate the job type ■Storing Job Scan ■Storing Job Printer ■Storing Job FAX ■Storing Job i-FAX ■Join Box Document ■Copy Box Document
4	Job Name	Job name or file name is displayed.
5	User Name	User Name for the executed job
6	Status	Status of job InProcess: The status before starting to save such as during scanning originals Storing: Storing Data Canceling: Canceling the job Pause: Pausing the job
7	[⩒] of Job Type	Only selected type of jobs is displayed.
8	[Cancel]	Select the job you want to cancel from the list, and press this key.
9	[Detail]	Select the job whose detailed information you want to display from the list, and press this key. (Refer to *Checking the Detailed Information of Histories on page 7-10*)

Checking the Detailed Information of Jobs

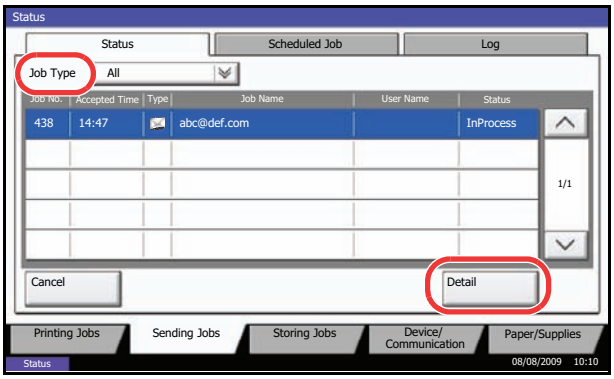
Check the detailed information of each job.

Use the procedure below to check a job's information.

1 Press the **Status/Job Cancel** key.

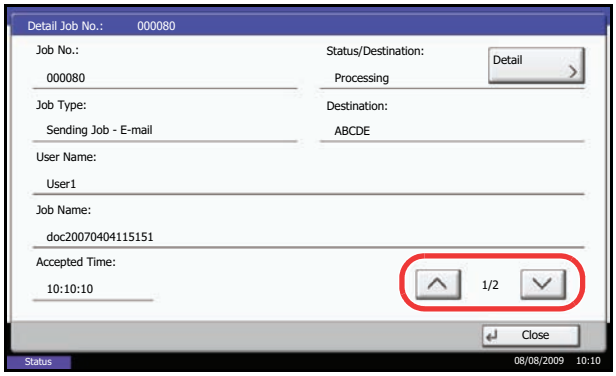
2 Press [Printing Jobs], [Sending Jobs], or [Storing Jobs].

To check the scheduled transmission, press [Sending Jobs] and then [Scheduled Job].

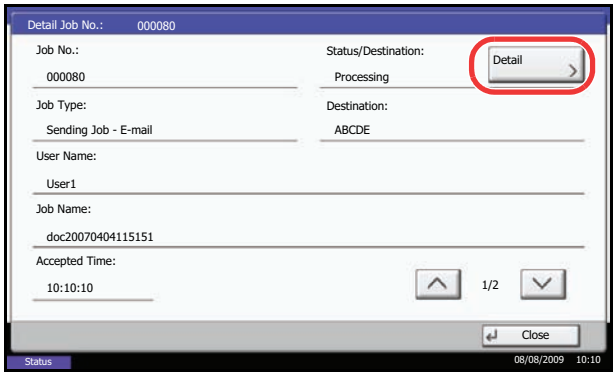


3 Select the job whose details you wish to check from the list, and press [Detail].

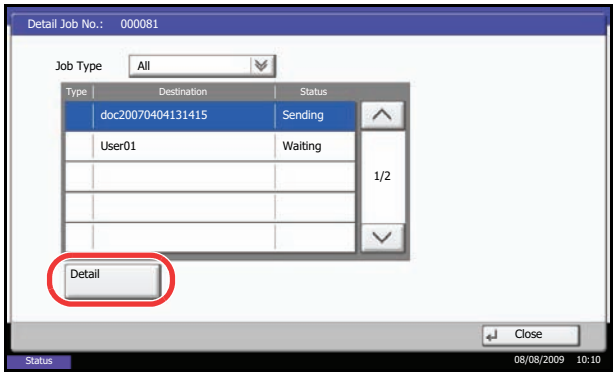
Detailed information of the selected job is displayed.



Use [∨] or [∧] to see the next or previous page of information.



In Sending Jobs, you can check the destination by pressing [Detail] in *Status/Destination*.



Status/Destination is displayed when address is selected. Press [Detail] to display the list. Press [∨] or [∧], select a destination and press [Detail]. Information on the selected job is displayed for checking.

4 To exit from the detailed information, press [Close].

Checking Job History

Check the history of completed jobs.

NOTE: Job history is also available by Embedded Web Server or Network Print Monitor from the computer.

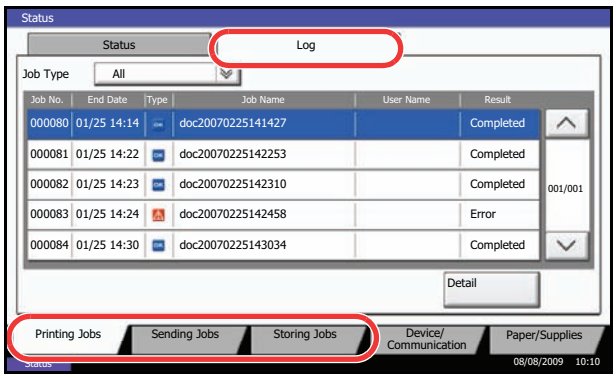
Available Job History Screens

The job histories are displayed separately in three screens - Printing Jobs, Sending Jobs, and Storing Jobs. The following job histories are available.

Screen	Job histories to be displayed
Printing Jobs	• Copy • Printer • FAX reception • i-FAX reception • E-mail reception • Printing from Document Box • Job Report / List • Printing data from removable memory
Sending Jobs	• FAX • i-FAX • PC (SMB/FTP) • E-mail • Application • Multiple destination
Storing Jobs	• Scan • FAX • i-FAX • Printer • Join Box Document • Copy Box Document

Displaying Job History Screen

The procedure for displaying Job History Screen is explained below.



1 Press the **Status/Job Cancel** key.

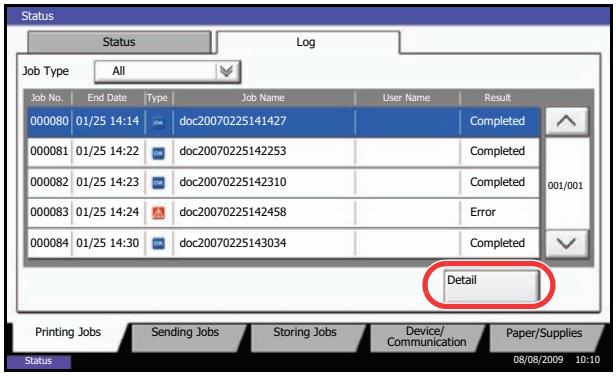
2 Press either of [Printing Jobs], [Sending Jobs], or [Storing Jobs] to check the log, and press [Log].

Checking the Detailed Information of Histories

Check the detailed information of each history.

Display of the detailed information of Job Finish history

Use the procedure below to check the job finish history.



1 Press the **Status/Job Cancel** key.

2 Press [Printing Jobs], [Sending Jobs] or [Storing Jobs] and then [Log].

3 Select the job to check details from the list, and press [Detail].

Detailed information of the selected job is displayed.

NOTE: To check the information of the next/previous page, press [∨] or [∧].

4 To exit from the detailed information, press [Close].

Sending the Job Log History

You can send the job log history by e-mail. You can either send it manually as needed or have it sent automatically whenever a set number of jobs is reached.

Setting the destination

Set the destination to which job log histories are sent.

Use the procedure below to set the destination.

1. Press the **System Menu** key.
2. Press [Report], [Next] of *Sending Job Log History* and then [Change] of *Destination*.
3. To enter a new e-mail address, press [E-mail Address Entry].

   Press [E-mail Address], enter the destination e-mail address and then press [OK].
4. To set an address from the address book, press [E-mail Address Book].

   Press [Address Book]. Select the destination from the address book and press [OK].

NOTE: For information on specifying destinations, refer to *Specifying Destination on page 3-28*.

   The selected e-mail addresses is displayed.

NOTE: You can view information on the selected destinations by pressing [Detail].

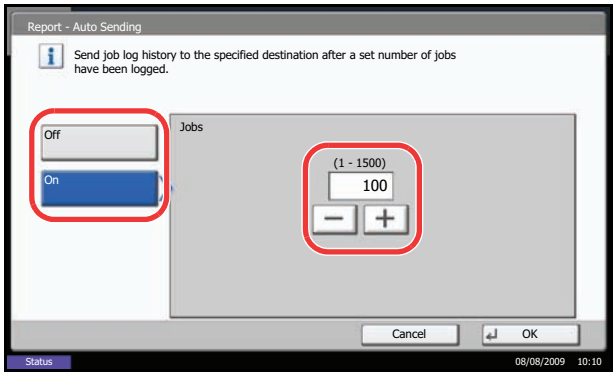
5. Press [OK].

Automatic Job Log History Transmission

This function automatically sends the job log history to the specified destinations whenever a set number of jobs has been logged.

Use the procedure below to set automatic job log history transmission.

1. Press the **System Menu** key.
2. Press [Report], [Next] of *Sending Job Log History* and then [Change] of *Auto Sending*.



3 Press [On] and enter the number of jobs in the job log history print by using [+]/[-] or the numeric keys. You can enter any number between 1 and 1500.

4 Press [OK].

Manual Job Log History Transmission

You can also send the job log history to the specified destinations manually.

Use the procedure below to send the job log history manually.

1 Press the **System Menu** key.

2 Press [Report], [Next] of *Sending Job Log History* and then [Execute] of *Send Job Log History*.

When the confirmation screen appears, press [Yes]. The job log history is sent.

Setting E-mail Subject

Set the subject automatically entered when sending job log histories by e-mail.

Use the procedure below to set the subject.

1 Press the **System Menu** key.

2 Press [Report], [Next] of *Sending Job Log History* and then [Change] of *Subject*.

3 Enter an e-mail subject not more than 60 characters.

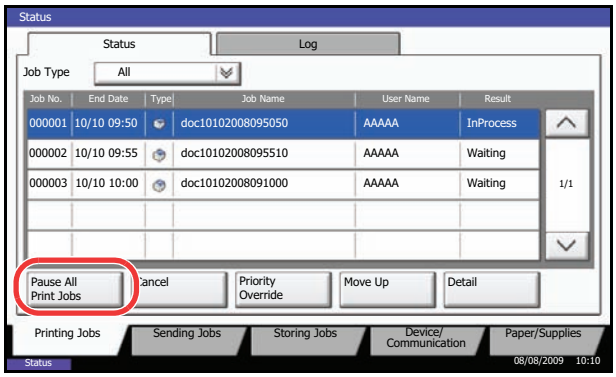
NOTE: Refer to the *Character Entry Method* on *Appendix-10* for details on entering characters.

4 Check that the entry is correct and press [OK].

Pause and Resumption of Jobs

Pause /resume all printing jobs in printing/waiting.

The procedure for pausing and resuming jobs is explained below.



1 Press the **Status/Job Cancel** key.

2 Press [Pause All Print Jobs] on the Printing Jobs Status screen. Printing is paused.

3 When resuming the printing of jobs that have been paused, press [Resume All Print Jobs].

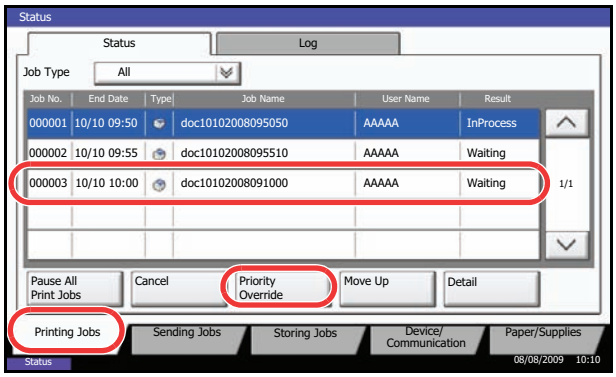
Canceling of Jobs

For more information on canceling jobs, refer to the *Canceling Jobs on page 3-40*.

Priority Override for Waiting Jobs

Priority Override function suspends the current job and prints the job in waiting first.

The procedure for using Priority Override is explained below.



1 Press the **Status/Job Cancel** key.

2 Press [Printing Jobs].

3 Select the job to be given priority, and press [Priority Override].

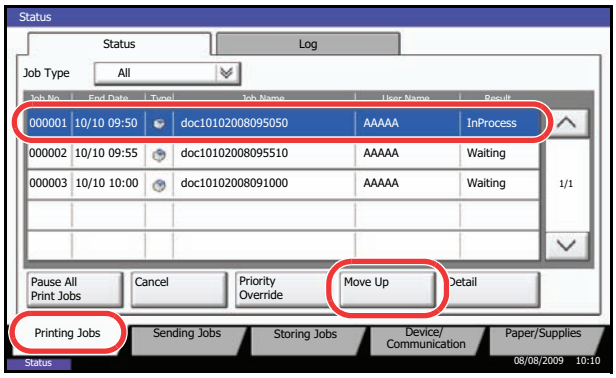
4 Press [Yes] in the confirmation screen. The current job in printing is suspended, and the job for override printing starts.

5 When the Priority Override is completed, the printing job that has been suspended will be resumed.

Reordering Print Jobs

This function allows you to select a queued print job and raise its output priority.

The procedure for reordering print jobs is explained below.



1 Press the **Status/Cancel** key.

2 Press the [Printing Jobs].

3 Select the job to be assigned a higher priority and press [Move Up].
The priority of the selected job is increased by 1 .

To further raise the job's priority, press [Move Up] again. Each time you press [Move Up], the priority increases by 1.

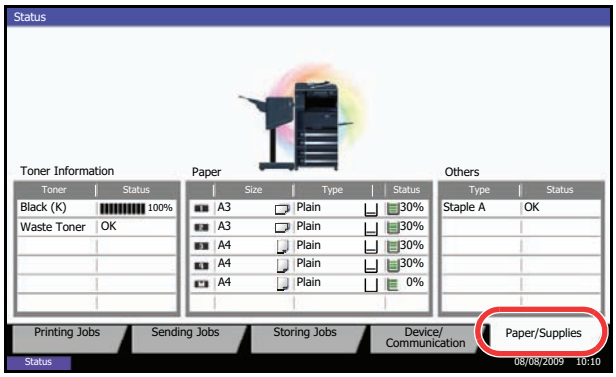
Checking the Remaining Amount of Toner and Paper

Check the remaining amount of toner, paper, and staples on the touch panel.

Use the procedure below to check the remaining amounts.

1 Press the **Status/Job Cancel** key.

2 Press [Paper/Supplies].Check the remaining amount of toner and the status of a waste toner box in *Toner Information*, and the remaining amount of paper in each paper source in *Paper.*



The items you can check are described below.

Remaining amount of toner

You can check the remaining amount of each color toner as one of 11 levels from 100 to 0%.

Status of waste toner box

You can check the status of waste toner box.

Paper

You can check the size, orientation, type, and remaining amount of paper in each paper source.The remaining amount of paper is shown by 11 levels from 100 to 0%, however, the paper in the multi purpose tray is shown by 2 levels as 100% and 0%.

Others

You can check the status of staples.

NOTE: If the optional built-in finisher or document finisher are installed, the *Others* section provides whether or not staples are available.

Device/Communication

Configure the devices/lines installed or connected to this machine or check their status. You can also control devices depending on their status.

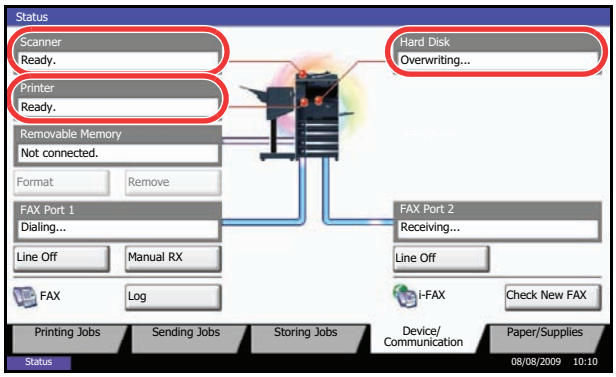
Displaying Device/Communication Screen

The procedure for using the Device/Communication screen is explained below.

1. Press the **Status/Job Cancel** key.
2. Press [Device/Communication].

   The screen to check the status or configure the devices is displayed.

Check of Device Status



The items you can check are described below.

Scanner

The status of an original scanning in the document processor (optional) or the error information (paper jam, opened cover, etc.) is displayed.

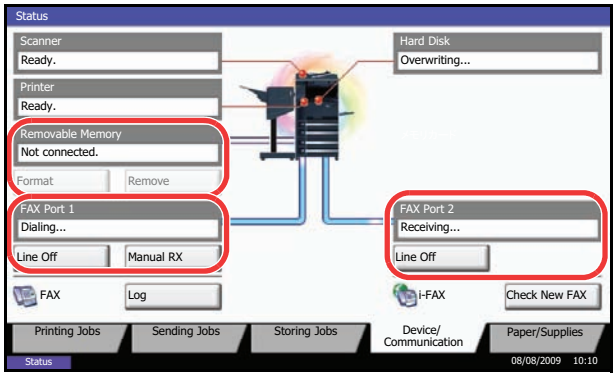
Printer

Error information such as paper jam, out of toner, or out of paper, and status such as waiting or printing are displayed.

Hard Disk

The information such as formatting, overwriting for erasure, and error occurrence is displayed.

Configuring the Devices



Detailed information on controlling devices is given below.

Removable Memory (USB Memory)

- The usage and capacity of the external media connected to this machine are displayed.
- Press [Format] to format external media.
- Press [Remove] to safely remove the external media. For details, refer to *Removing the USB Memory* in the next section.

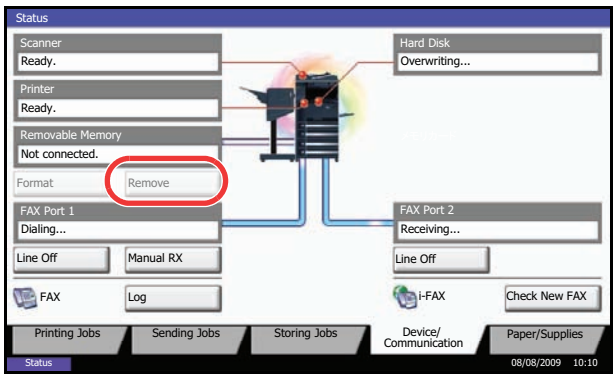
FAX Port 1, FAX Port 2

- The information such as sending/receiving and dialing is displayed.
- Press [Line Off] to cancel a fax in sending/receiving. For details, refer to *Canceling FAX Communication on page 7-18* in the section afterwards.
- Press [Manual RX] to start a fax. Use this function when you want to talk to the sender before receiving the fax originals. For details, refer to the *Operation Guide* of *FAX kit*.
- Press [Log] to display the fax transmission history. For details, refer to the *Operation Guide* of *FAX kit*.

Removing the USB Memory

There is a way to remove the USB memory safely.

Use the procedure below to remove the USB memory.

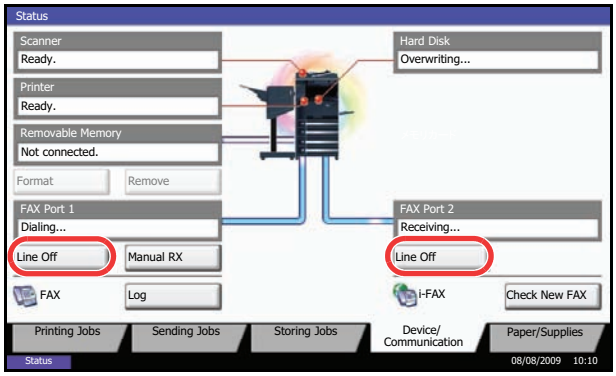


1. Press the **Status/Job Cancel** key.
2. Press [Device/Communication] > [Remove] in *Removable Memory*.
3. When *Device can be removed safely.* is displayed, remove the USB memory.

Canceling FAX Communication

Cancel fax communication.

Use the procedure below to cancel the fax communication.



1 Press the **Status/Job Cancel** key.

2 Press [Device/Communication] > [Line Off] in *FAX Port 1* or *FAX Port 2*.

3 Press [Yes] in the confirmation screen. The line is disconnected, and the fax communication is canceled.

8 Default Setting (System Menu)

This chapter explains how to configure various settings of the machine using the menus on the operation panel.

- Common Settings 8-2
- Copy Settings.....8-25
- Sending Settings.....8-28
- Document Box Settings 8-31
- Printer Settings 8-33
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- Date/Timer 8-46
- Editing Destination (Address Book/Adding One Touch Keys).....8-51
- Internet Browser Setup 8-58
- Applications.....8-60
- System Initialization 8-63
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Common Settings

Common settings include;

- Switching the Language for Display [Language] …8-2
- Default Screen …8-2
- Sound …8-3
- Original/Paper Settings …8-4
- Switching Unit of Measurement …8-11
- Error Handling …8-12
- Paper Output …8-13
- Orientation Confirmation …8-14
- Function Defaults …8-14

NOTE: If user login administration is enabled, you can only change the settings by logging in with administrator privileges.

Switching the Language for Display [Language]

Select the language displayed on the touch panel.

Use the procedure below to select the language.

1. Press the **System Menu** key.
2. Press [Common Settings] and then [Change] of *Language.*
3. Press the key for the language you want to use.
4. Press [OK].

   The touch panel language will be changed.

Default Screen

Select the screen appearing right after start-up (default screen). The options are as follows.

The table below lists the available screens.

Item	Description
Copy	The Copy screen (the screen shown when the **Copy** key is pressed) appears.
Send	The Send screen (the screen shown when the **Send** key is pressed) appears.
Status	The Status/Job Cancel screen (the screen shown when the **Status/ Job Cancel** key is pressed) appears.

Item	Description
Document Box	The Document Box screen (the screen shown when the **Document Box** key is pressed) appears.
Program	The Program screen (the screen shown when the **Program** key is pressed) appears.
Application	The Application selecting screen (the screen shown when the **Application** key is pressed) appears.
Accessibility Copy	The Accessibility Copy screen (the screen shown when the **Accessibility Display** key is pressed in the Copy screen) appears.
Accessibility Send	The Accessibility Send screen (the screen shown when the **Accessibility Display** key is pressed in the Send screen) appears.
Application name (Maximum 6 applications) For example, *Internet Browser*	Each application is activated and the initial screen appears.

Use the procedure below to select the default startup screen.

1 Press the **System Menu** key.

2 Press [Common Settings] and then [Change] of *Default Screen*.

3 Select the screen to be displayed as the default screen.

NOTE: The application names appear if the applications are installed and officially licensed on.

4 Press [OK].

Sound

Set options for buzzer sound during the machine operations.

The table below lists the buzzer types and their settings and details.

Item	Value	Description
Volume	0 (Mute), 1 (Minimum) to 5 (Maximum)	Set the buzzer volume level.
Key Confirmation	Off, On	Emit a sound when the control panel and touch panel keys are pressed.
Job Finish	Off, On	Emit a sound when a print job is normally completed.
Ready	Off, On	Emit a sound when the warm-up is completed.
Warning	Off, On	Emit a sound when errors occur.

Use the procedure below to set the sound options.

1 Press the **System Menu** key.

2 Press [Common Settings], [Next] of *Sound* and then [Next] of *Buzzer.*

3 Press [Change] of *Volume,* Key Confirmation, Job Finish, Ready, or Warning.

4 Select the buzzer volume level, or other sound options.

Original/Paper Settings

Register additional types and sizes of originals and paper.

Custom Original Size Setup

Set up frequently-used custom original sizes. The custom size options are displayed on the screen to select original size. The dimensions available are as follows.

The table below lists the sizes that can be registered.

Input units	Dimensions
Inch models	X: 2 to 17" (in 0.01" increments) Y: 2 to 11.69" (in 0.01" increments)
Metric models	X: 50 to 432 mm (in 1 mm increments) Y: 50 to 297 mm (in 1 mm increments)

Up to four custom original sizes can be added. Use the procedure below to set a custom original size.

1 Press the **System Menu** key.

2 Press [Common Settings], [Next] of *Original / Paper Settings* and then [Next] of *Custom Original Size*.

3 Press [Change] of any one of *Custom 1* to *Custom 4*, on which you wish to register the size.

4 Press [On], and then press [+],[–] or numeric keys to enter *X(horizontal)* and *Y (vertical)* dimensions.

5 Press [OK].

6 Move to the copy, send, or document box screen and press the **Reset** key.

Adding a Custom Size and Media Type for Paper to Print

Set up a maximum of four frequently-used custom paper sizes. The custom size options are displayed on the screen to select paper set in the multi purpose tray.

The table below lists the sizes that can be registered.

Input units	Dimensions
Inch models	H: 5.83 to 17" (in 0.01" increments) V: 3.86 to 11.69" (in 0.01" increments)
Metric models	H: 148 to 432 mm (in 1 mm increments) V: 98 to 297 mm (in 1 mm increments)

Up to four custom paper sizes can be added.

Select media type for each paper size.

Media type: Plain, Transparency, Rough, Vellum, Labels, Recycled, Preprinted, Bond, Cardstock, Color, Prepunched, Letterhead, Thick, Envelope, High Quality, Custom 1-8

NOTE: Refer to *Paper Weight on page 8-7* for Custom 1-8 for media type.

Use the procedure below to select a custom paper size and media type.

1. Press the **System Menu** key.
2. Press [Common Settings], [Next] of *Original / Paper Settings* and then [Next] of *Custom Paper Size*.
3. Press [Change] of any one of *Custom 1* to *Custom 4*, on which you want to register the size.
4. Press [On], and then press [+],[–] or numeric keys to enter X (horizontal) and Y (vertical) dimensions.
5. Press [Media Type] to select the type of paper and press [OK] if necessary.
6. Press [OK].
7. Move to the copy or document box screen and press the **Reset** key.

Paper Size and Media Type Setup for Cassettes

Select paper size and media type for Cassette 1, 2 and optional paper feeders (Cassette 3 and 4).

The available paper sizes and media types are shown in the table below.

Item		Description
Paper Size	Auto	Automatically detect paper size. Select *Metric* or *Inch* for paper size.
	Standard Sizes 1	Available options are as follows: Inch models: Ledger, Legal, Letter, Letter-R, Statement-R, 8.5×13.5", Oficio II Metric models: A3, B4, A4, A4-R, B5, B5-R, A5-R, Folio
	Standard Sizes 2	Select a standard size except that selected in Standard Sizes 1. Inch models: A3, B4, A4, A4-R, A5-R, B5, B5-R, Folio, 8K, 16K, 16K-R Metric models: Ledger, Legal, Letter, Letter-R, Statement-R, 8.5×13.5", Oficio II, 8K, 16K, 16K-R
Media Type		Plain (105 g/m^2 or less), Rough, Vellum (64 g/m^2 or less), Recycled, Preprint**, Bond*, Color, Prepunched**, Letterhead**, Thick (106 g/m^2 and more), High Quality, Custom 1-8*

* To change to a media type other than *Plain*, refer to *Paper Weight on page 8-7*. When the paper weight settings shown below are selected, the media indicated for each setting cannot be selected.
• Custom 1 to 8: *Heavy3* or *Extra Heavy*

** To print on preprinted or prepunched paper or on letterhead, refer to *Special Paper Action on page 8-10*.

Use the procedure below to select the paper size and media type for each cassette.

1 Press the **System Menu** key.

2 Press [Common Settings], [Next] of *Original / Paper Settings*, [Next] of *Cassette Setting*, [Next] of *Cassette 1* to *Cassette 4*, on which you want to register the size, and then [Change] of *Paper Size*.

3 To detect paper size automatically, press [Auto] and select *Metric* or *Inch* for Paper Size.

To select paper size, press [Standard Sizes 1] or [Standard Sizes 2] for Paper Size.

4 Press [OK]. The previous screen reappears.

5 Press [Change] of *Media Type* to select media type and press [OK].

Paper Size and Media Type Setup for Multi Purpose Tray

Select size and media type for multi purpose tray. Set up frequently-used size and media type before use.

The available paper sizes and media types are shown in the table below.

Item		Description
Paper Size	Auto	Automatically detect paper size. Select *Metric* or *Inch* for paper size.
	Standard Sizes 1	Available options are as follows: Inch models: Ledger, Legal, Letter, Letter-R, Statement-R, 8.5×13.5", Oficio II, Executive Metric models: A3, B4, A4, A4-R, B5, B5-R, A5-R, B6-R, A6-R, Folio
	Standard Sizes 2	Select a standard size except that selected in Standard Sizes 1. Inch models: A3, B4, A4, A4-R, B5, B5-R, A5-R, B6-R, A6-R, Folio, 8K, 16K, 16K-R Metric models: Ledger, Legal, Letter, Letter-R, Statement-R, 8.5×13.5", Oficio II, Executive, 8K, 16K, 16K-R
	Others	Select special standard sizes or custom sizes*. ISO B5, Envelope #10 (Commercial #10), Envelope #9 (Commercial #9), Envelope #6 (Commercial #6 3/4), Envelope Monarch, Envelope DL, Envelope C5, Envelope C4, Hagaki, Oufuku Hagaki, Youkei 4, Youkei 2
	Size Entry	Enter a size not displayed in the standard sizes. Inch models: H: 5.83 to 17" (in 0.01" increments) V: 3.86 to 11.69" (in 0.01" increments) Metric models: V: 98 to 297 mm (in 1 mm increments) H: 148 to 432 mm (in 1 mm increments)
Media Type		Plain (105 g/m^2 or less), Transparency, Rough, Vellum (64 g/m^2 or less), Labels, Recycled, Preprint**, Bond, Cardstock, Color, Prepunched**, Letterhead**, Envelope, Thick (106 g/m^2 and more), High Quality, Custom 1-8**

* Refer to *Adding a Custom Size and Media Type for Paper to Print on page 8-4* for selecting Custom 1- 4 for Custom Paper Size.

** Refer to *Paper Weight on page 8-7* for selecting Custom 1- 8 from Media Type.
To print on preprinted or prepunched paper or on letterhead, refer to *Special Paper Action on page 8-10*.

NOTE: To change to a media type other than *Plain*, refer to *Paper Weight on page 8-7*

Use the procedure below to select the paper size and media type for manual paper feed.

1 Press the **System Menu** key.

2 Press [Common Settings], [Next] of *Original / Paper Settings*, [Next] of *MP Tray Setting* and then [Change] of *Paper Size*.

3 To detect paper size automatically, press [Auto] and select *Metric* or *Inch* for Paper Size.

To select paper size, press [Standard Sizes 1], [Standard Sizes 2], [Others] or [Size Entry] for Paper Size.

If you select [Size Entry], press [+], [–] to enter *X (horizontal)* and *Y (vertical)* dimensions.

Press [# Keys] to enter the paper size using the numeric keys.

4 Press [OK]. The previous screen reappears.

5 Press [Change] of *Media Type* to select the media type and press [OK].

Paper Weight

Select weight for each media type. The options for media type and weight of paper are as follows.

Paper types and weights

Y: Available **N**: Not available

Paper Weight	Light	Normal 1	Normal 2	Normal 3	Heavy 1	Heavy 2	Heavy 3	Extra Heavy
Weight (g/m^2), Media type	64 g/m^2 or less	60 g/m^2 to 75 g/m^2	76 g/m^2 to 90 g/m^2	91 g/m^2 to 105 g/m^2	106 g/m^2 to 135 g/m^2	136 g/m^2 to 170 g/m^2	171 g/m^2 and more	Transpar-encies
Plain	**Y**	**Y**	**Y** (default)	**Y**	**N**	**N**	**N**	**N**
Transparency	**N**	**N**	**N**	**N**	**Y**	**Y**	**Y**	**Y** (default)
Rough	**Y**	**Y**	**Y**	**Y** (default)	**Y**	**Y**	**Y***	**N**
Vellum	**Y** (default)	**Y**	**Y**	**Y**	**N**	**N**	**N**	**N**
Labels	**Y**	**Y**	**Y**	**Y**	**Y** (default)	**Y**	**Y**	**Y**
Recycled	**Y**	**Y**	**Y** (default)	**Y**	**N**	**N**	**N**	**N**
Preprinted	**Y**	**Y**	**Y** (default)	**Y**	**N**	**N**	**N**	**N**
Bond	**Y**	**Y**	**Y**	**Y** (default)	**Y**	**Y**	**Y***	**N**
Cardstock	**N**	**N**	**N**	**N**	**Y**	**Y** (default)	**Y**	**Y**
Color	**Y**	**Y**	**Y** (default)	**Y**	**N**	**N**	**N**	**N**
Prepunched	**Y**	**Y**	**Y** (default)	**Y**	**N**	**N**	**N**	**N**
Letterhead	**Y**	**Y**	**Y** (default)	**Y**	**N**	**N**	**N**	**N**
Thick	**N**	**N**	**N**	**N**	**Y**	**Y** (default)	**Y***	**Y***
Envelope	**N**	**N**	**N**	**N**	**Y**	**Y** (default)	**Y**	**Y**

Paper Weight	Light	Normal 1	Normal 2	Normal 3	Heavy 1	Heavy 2	Heavy 3	Extra Heavy
High Quality	**Y**	**Y**	**Y** (default)	**Y**	**N**	**N**	**N**	**N**
Custom 1-8	**Y**	**Y**	**Y** (default)	**Y**	**Y**	**Y**	**Y***	**Y***

* When *Heavy 3 or Extra Heavy* is selected, the media type cannot be selected for the cassettes.

For Custom 1-8, settings for duplex printing and media type name can be changed.

Item		Description
Duplex	Prohibit	Duplex printing not allowed.
	Permit	Duplex printing allowed.
Name		Change names for Custom 1-8. Names should be not more than 15 characters. Selecting media type at multi purpose tray, the name after change will be displayed.

Use the procedure below to set the paper weight.

1. Press the **System Menu** key.
2. Press [Common Settings], [Next] of *Original / Paper Settings* and then [Next] of *Media Type Setting*.
3. Press [Next] for the media type whose weight you want to change.
4. Press [Change] of *Paper Weight*.
5. Select the weight and press [OK].
6. Press [Close].

   The previous screen reappears.
7. To change the duplex printing settings for Custom 1 (-8), press [Next] of *Custom 1(-8)* and then [Change] of *Duplex*. Select [Prohibit] or [Permit] and press [OK].

   The previous screen reappears.
8. Press [Close].
9. To change the name for Custom 1(-8), press [Next] of *Custom 1(-8)* and then [Change] of *Name*. Enter the name and press [OK].

NOTE: Refer to the *Character Entry Method on page Appendix-10* for details on entering characters.

Default Paper Source

Select the default paper source from Cassette 1-4 and Multi Purpose Tray.

NOTE: [Cassette 3] and [Cassette 4] are displayed when the optional paper feeder is installed.

Use the procedure below to select the default paper source.

1 Press the **System Menu** key.

2 Press [Common Settings], [Next] of *Original / Paper Settings* and then [Change] of *Default Paper Source*.

3 Select a paper cassette for the default setting.

4 Press [OK].

5 Move to the copy or document box screen and press the **Reset** key.

Automatic Detection of Originals (Available for metric models only)

Automatically detect originals of special or non-standard size.

The table below lists the special or non-standard original sizes.

Item	Description
A6/Hagaki	As A6 and Hagaki are similar in size, select either one of them for automatic detection.
Folio	Select Folio for automatic detection.
11x15"	Select the 11×15" size for automatic detection.

Use the procedure below to set automatic detection of originals.

1 Press the **System Menu** key.

2 Press [Common Settings], [Next] of *Original / Paper Settings* and then [Change] of *Original Auto Detect*.

3 Select [A6] or [Hagaki] of *A6/Hagaki*.

Select [Off] to disable automatic detection or [On] to enable automatic detection of *Folio* and *11x15"* respectively.

4 Press [OK].

Media for Auto Selection

Select a default media type for auto paper selection when [Auto] is selected of *Paper Selection*. If *Plain* is selected, the paper source with plain paper loaded in the specific size is selected. Select [All Media Types] for the paper source with any kind of paper loaded in the specific size.

Use the procedure below to select the paper size and media type used by Auto Selection.

1 Press the **System Menu** key.

2 Press [Common Settings], [Next] of *Original / Paper Settings* and then [Change] of *Media for Auto (B & W).*

3 Select [All Media Types] or any media type for paper selection.

4 Press [OK].

Paper Source for Cover Paper

Select paper source for cover paper from Cassette 1-4 or Multi Purpose Tray. Cover is used for Booklet (see *page 4-19*) and Cover (see *page 4-21*) modes.

NOTE: [Cassette 3] and [Cassette 4] are displayed when the optional paper feeder is installed.

Use the procedure below to select the paper source for the cover.

1 Press the **System Menu** key.

2 Press [Common Settings], [Next] of *Original / Paper Settings*, [⌵] and then [Change] of *Paper Source for Cover*.

3 Select the paper source to load cover paper.

4 Press [OK].

Special Paper Action

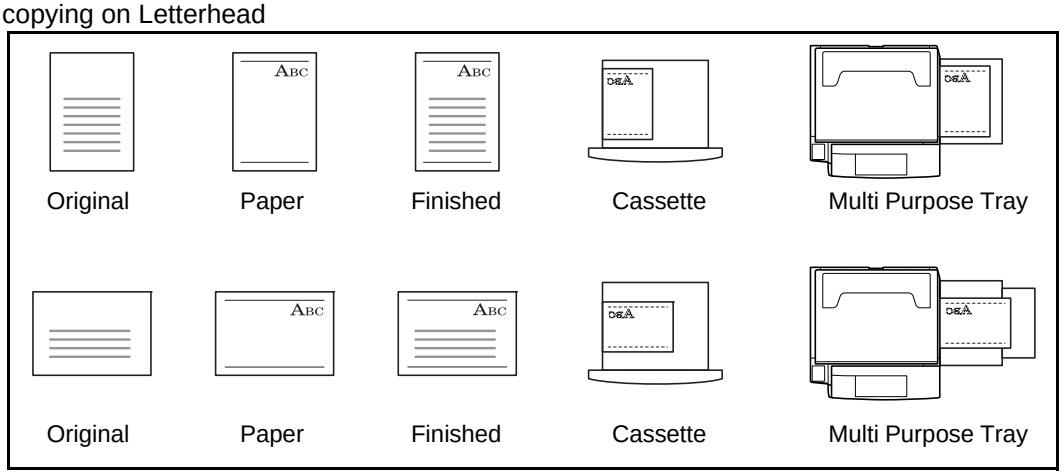
When printing on Prepunched, Preprint, and Letterhead, punch-holes might not be aligned or the print direction might be upside-down depending on how originals are set and the combination of copying functions. In such a case, select [Adjust Print Direction] to adjust the print direction. When paper orientation is not important, select [Speed Priority].

The table below lists the available settings and their details.

Item	Description
Adjust Print Direction	Adjust print direction. Print speed is a little slower. Select this item to print on Prepunched, Preprint and Letterhead.
Speed Priority	Give the job speed top priority and disregard the paper orientation. Select this item when paper orientation is not important.

If you select [Adjust Print Direction], load paper according to the steps below.

Example: copying on Letterhead



NOTE: When loading cover paper in a cassette or multi purpose tray, load the face, on which printing is supposed to be done, upward.

Use the procedure below to specify the actions performed for special paper types.

1 Press the **System Menu** key.

2 Press [Common Settings], [Next] of *Original / Paper Settings*, [⌵] and then [Change] of *Special Paper Action*.

3 Select [Adjust Print Direction] or [Speed Priority].

4 Press [OK].

Switching Unit of Measurement

Select inch or metric for the unit for paper dimensions.

Use the procedure below to change the input units.

1 Press the **System Menu** key.

2 Press [Common Settings] and then [Change] of *Measurement*.

3 Select [mm] for metric or [inch] for inch.

4 Press [OK].

Error Handling

Select whether to cancel or continue the job when error has occurred. The possible errors and what to do for the errors are as follows.

Duplexing Error

Select what to do when duplex printing is not possible for the selected paper size and media type.

Item	Description
1-sided	Printed in 1-sided
Display Error	Error message to cancel printing is displayed.

Finishing Error

Select alternative actions when finishing (stapling or offsetting) is not available for the selected paper size or media type.

Processing	Description
Ignore	The setting is ignored and the job is printed.
Display Error	Error message to cancel printing is displayed.

No Staple Error

Select what to do when staples run out during printing.

Item	Description
Ignore	Printing continues without stapling.
Display Error	Error message to cancel printing is displayed.

NOTE: The messages are displayed when the optional built-in finisher or document finisher is installed.

Stapling Limit Error

Select what to do when stapling capacity is exceeded during printing.

Item	Description
Ignore	Printing continues without stapling.
Display Error	Error message to cancel printing is displayed

NOTE: The messages are displayed when the optional built-in finisher or document finisher is installed.

Paper Mismatch Error

Select what to do when the selected paper size or type does not match paper size or type loaded in the specified paper source while printing from the computer by specifying the cassette or multi-purpose tray.

Processing	Description
Ignore	The setting is ignored and the job is printed.
Display Error	Error message to cancel printing is displayed.

Use the procedure below to specify the settings for error handling.

1. Press the **System Menu** key.
2. Press [Common Settings] and then [Next] of *Error Handling*.
3. Press [Change] at the error you wish to change the handling.
4. Select the error handling method in the selection screen for each of the errors and then press [OK].
5. The previous screen appears. To set the handling for a different error, repeat steps 3 and 4.

Paper Output

Select output tray respectively for copy jobs, print jobs from Custom Box, computers, and FAX RX data. The options are as follows.

Output Tray	Descriptions
Top Tray	Delivery on Top Tray of the machine.
Finisher Tray*	Delivery on Tray set to the optional built-in finisher or document finisher.
Job Separator	Delivery on the optional job separator.

* Select [Face Up] (print surface up) or [Face Down] (print surface down) for paper orientation at output.

NOTE: The optional job separator, built-in finisher, or document finisher are required.
FAX RX data output can be specified when the optional fax kit is installed.

Use the procedure below to select the output tray.

1. Press the **System Menu** key.
2. Press [Common Settings] and then [Next] of *Paper Output*.
3. Press [Change] of *Copy/Custom Box*, *Printer*, or *FAX Port 1* or *FAX Port 2*.

NOTE: *FAX Port 1* appears when the optional fax kit is installed. If you have 2 optional fax kits installed, *Fax Port 2* appears. You can specify the output tray for the second kit (Dual FAX).

4 Select Output Tray.

For [Finisher Tray], select [Face Up] (print surface up) or [Face Down] (print surface down) as the paper orientation at output.

5 Press [OK].

6 When selecting [Face Up] (print surface up) as the paper orientation at output, press [Page Order with Face Up] and then select the order of the output pages from [Ascending] or [Descending].

NOTE: Selecting [Descending] accelerates the starting time of copying.

7 When changing the output tray of *Copy/Custom Box*, move to the copy or document box screen and press the **Reset** key.

Orientation Confirmation

Select whether to display a screen for selecting the orientation of the originals to be placed on the platen when using the following functions. (For more information, refer to *page 4-10 for Original Orientation.*)

- Duplex
- Margin/Centering originals
- Border erase
- Combine mode
- Memo mode
- Page numbering
- Booklets
- Staple (optional feature)

Orientation Confirmation Setting

Use the procedure below to select the default *Orientation Confirmation* setting.

1 Press the **System Menu** key.

2 Press [Common Settings] and [Change] of *Orientation Confirmation*.

3 Select the default for [Off] or [On].

4 Press [OK].

Function Defaults

Defaults are the values automatically set after the warm-up is completed or the **Reset** key is pressed.

Set the defaults for available settings such as copying and sending. Setting the frequently-used values as defaults makes subsequent jobs easier.

IMPORTANT: When you have changed the defaults, to enable the change immediately, move to the copy, send, or document box screen and press the **Reset** key.

Original Orientation

Set the original orientation defaults. The available default settings are shown below.

Item	Description
Top Edge Top	Select the original's top edge at the top.
Top Edge Left	Select the original's top edge at the left.

Refer to *page 4-10 for Original Orientation.*

Use the procedure below to select the default orientation when originals are placed on the platen.

1. Press the **System Menu** key.
2. Press [Common Settings], [⌵], [Next] of *Function Defaults* and then [Change] of *Original Orientation*.
3. Select [Top Edge Top] or [Top Edge Left] for the default.
4. Press [OK].

Continuous Scan

Set the continuous scan defaults. The available default settings are shown below.

Item	Description
Off	Continuous scan not performed
On	Continuous scan performed

Refer to *page 4-10 for Original Orientation.*

Use the procedure below to select the default settings for continuous scanning.

1. Press the **System Menu** key.
2. Press [Common Settings], [⌵], [Next] of *Function Defaults* and then [Change] of *Continuous Scan*.
3. Select [Off] or [On] for the default.

   Use the procedure below to select the default quality setting for originals.
4. Press [OK].

Original Image

Set the default original document type. The available default settings are shown below.

Item	Description
Text+Photo	Text and photos together.
Photo	For photos taken with a camera.

Item	Description
Text	Only text, no photos.
for OCR	Image quality suitable for OCR software.*
Printed Document	For documents printed from this machine.

* This function is only available for black and white mode.

Use the procedure below to select the default quality setting for originals.

1 Press the **System Menu** key.

2 Press [Common Settings], [∨], [Next] of *Function Defaults* and then [Change] of *Original Image*.

3 Select the default original image.

4 Press [OK].

Scan Resolution

Select the default scanning resolution. The options are 600x600dpi, 400x400dpi Ultra Fine, 300x300dpi, 200x400dpi Super Fine, 200x200dpi Fine, 200x100dpi Normal.

Use the procedure below to select the default resolution setting.

1 Press the **System Menu** key.

2 Press [Common Settings], [∨], [Next] of *Function Defaults* and then [Change] of *Scan Resolution*.

3 Select the default resolution.

4 Press [OK].

Color Selection

Select the default color mode for scanning documents. The available default settings are shown below.

Color mode	Description
Auto Color (Color/Gray)	Automatically recognize whether the document is color or black and white, and scan color documents in Full Color and black and white documents in Grayscale.
Auto Color (Color/B & W)	Automatically recognize whether the document is color or black and white, and scan color documents in Full Color and black and white documents in Black and White.
Full Color	Scan document in full color.
Grayscale	Scan document in grayscale for smoother and finer finish.
Black & White	Scan document in black and white. File size is smaller than Full Color or Grayscale.

Use the procedure below to select the default color mode.

1 Press the **System Menu** key.

2 Press [Common Settings], [∨], [Next] of *Function Defaults* and then [Change] of *Color Selection*.

3 Select the default color mode.

4 Press [OK].

File Format

Select the default file type to send the scanned originals. The available default settings are shown below.

Item	Description
PDF	Send files in PDF format.
TIFF	Send files in TIFF format.
JPEG	Send files in JPEG format.
XPS	Send files in XPS format.
High Comp. PDF	Send files in High Comp. PDF format (refer to *page 5-14*).

NOTE: Refer to *page 5-12* for file formats.

Use the procedure below to select the default file format.

1 Press the **System Menu** key.

2 Press [Common Settings], [∨], [Next] of *Function Defaults* and then [Change] of *File Format*.

3 Select the default file format.

4 Press [OK].

File Separation

Select the default file separation setting. The available default settings are shown below.

Item	Description
Off	No file separation performed (all the pages are compiled in one file).
Each Page	Each scanned page is created into a separate file.

NOTE: Refer to *page 5-13* for file separation.

Use the procedure below to select the default file separation.

1 Press the **System Menu** key.

2 Press [Common Settings], [∨], [Next] of *Function Defaults* and then [Change] of *File Separation*.

3 Select the default for [Off] or [Each Page].

Press [OK].

Density

Set the default density. The available default settings are shown below.

Item	Description
Manual (Normal 0)	Set to (Normal 0) in the Manual density.
Auto	Set to Auto density.

Use the procedure below to select the default density.

1 Press the **System Menu** key.

2 Press [Common Settings], [⌄], [Next] of *Function Defaults*, [⌄] and then [Change] of *Density*.

3 Select the default density.

4 Press [OK].

Zoom

Select the enlarged/reduced default when paper size/sending size changed after the originals set. The available default settings are shown below.

Item	Description
100%	Copy (send/save) at actual size (100%).
Auto	Automatically reduce or enlarge the originals to match paper size/ sending size.

Use the procedure below to select the default zoom setting.

1 Press the **System Menu** key.

2 Press [Common Settings], [⌄], [Next] of *Function Defaults*, [⌄] and then [Change] of *Zoom*.

3 Select the default zoom setting.

4 Press [OK].

File Name Entry

Set an automatically entered name (default) for jobs. Additional information such as Date and Time and Job No. can also be set.

NOTE: Refer to *page 4-35* and *page 5-25 for name entry.*

Use the procedure below to set the default file name.

1 Press the **System Menu** key.

2 Press [Common Settings], [⌄], [Next] of *Function Defaults*, [⌄] and then [Change] of *File Name Entry*.

3 Press [File Name] to enter the file name in not more than 32 characters.

NOTE: Refer to the *Character Entry Method on page Appendix-10* for details on entering characters.

4 Press [OK].

5 Press [Date and Time] to add the date/time to the job, or press [Job No.] to add the job number to the job. The added information will be displayed in *Additional Info*.

6 Press [OK].

E-mail Subject/Body

Set the subject and body automatically entered (default subject and body) when sending the scanned originals by E-mail.

NOTE: Refer to *Send as E-mail on page 3-22*.

Use the procedure below to set the default e-mail subject and message body.

1 Press the **System Menu** key.

2 Press [Common Settings], [∨], [Next] of *Function Defaults*, [∨], and then [Change] of *E-mail Subject/Body*.

3 Press [Subject] to enter an E-mail subject not more than 60 characters.

8

NOTE: Refer to the *Character Entry Method on page Appendix-10* for details on entering characters.

4 Press [OK].

5 Press [Body] to enter an E-mail Body not more than 500 characters.

6 Press [OK].

7 Check that the entries are correct and press [OK].

Border Erase Default

Set the default width to be erased as a border. The table below shows the measurement ranges that can be set.

Input units	Range
Inch	0 to 2" (in 0.01" increments)
Metric	0 mm to 50 mm (in 1 mm increments)

NOTE: Refer to *page 4-17* and *page 5-23 for Border Erase*.

Use the procedure below to set the default border erase width.

1 Press the **System Menu** key.

2 Press [Common Settings], [∨], [Next] of *Function Defaults*, [∨] and then [Change] of *Border Erase Default*.

3 Press [+] or [–] for the *Border* and *Gutter* width to erase.

You can use the numeric keys to enter the number directly.

4 Press [OK].

Border Erase to Back Page

Select the Border Erase Method for Back Page of a sheet. The table below shows the available settings.

Item	Description
Same as Front Page	Border Erase performed in the same setting as the front page
Do Not Erase	No Border Erase performed on the back page

NOTE: Refer to *page 4-17* and *page 5-23* for Border Erase.

Use the procedure below to specify the border erase setting for the back of the page.

1 Press the **System Menu** key.

2 Press [Common Settings], [∨], [Next] of *Function Defaults*, [∨] and then [Change] of *Border Erase to Back Page*.

3 Press [Same as Front Page] or [Do Not Erase].

4 Press [OK].

Margin Default

Set the default margin. The table below shows the measurement ranges that can be set.

Input units	Range
Inch	-0.75 to 0.75" (in 0.01" increments)
Metric	-18 mm to 18 mm (in 1 mm increments)

Use the procedure below to set the default margin width.

1 Press the **System Menu** key.

2 Press [Common Settings], [∨], [Next] of *Function Defaults*, [∨] and then [Change] of *Margin Default*.

3 Use the [+] or [-] to enter the margin widths for *Left/Right* and *Top/Bottom*.

You can use the numeric keys to enter the number directly.

4 Press [OK].

Auto Image Rotation

Select the default Auto Image Rotation setting. The table below shows the available settings.

Item	Description
Off	No Auto Image Rotation performed.
On	Auto Image Rotation performed.

NOTE: Refer to *page 4-32 for Auto Image Rotation*.

Use the procedure below to set the default Auto Image Rotation settings.

1. Press the **System Menu** key.
2. Press [Common Settings], [∨], [Next] of *Function Defaults*, [∨] and then [Change] of *Auto Image Rotation*.
3. Select the default for [Off] or [On].
4. Press [OK].

EcoPrint

Select the EcoPrint default. The table below shows the available settings.

Item	Description
Off	No EcoPrint performed.
On	EcoPrint performed.

NOTE: Refer to *page 4-13 for EcoPrint.*

Use the procedure below to set the default EcoPrint setting.

1. Press the **System Menu** key.
2. Press [Common Settings], [∨], [Next] of *Function Defaults*, [∨] twice, and then [Change] of *EcoPrint*.
3. Select [Off] or [On] for the default.
4. Press [OK].

PDF/TIFF/JPEG Image

Select the default PDF/TIFF/JPEG file quality. Five options are available from 1 Low Quality (High Comp.) to 5 High Quality (Low Comp.).

NOTE: Higher quality will make the stored files larger.
Refer to *page 5-12* for file formats.

Use the procedure below to select the default file quality setting.

1. Press the **System Menu** key.
2. Press [Common Settings], [∨] and [Next] of *Function Defaults*. Press [∨] twice and then [Change] of *PDF/TIFF/JPEG Image*.
3. Select the default image quality from [1] (Low Quality) to [5] (High Quality).
4. Press [OK].

High Comp. PDF Image

Select the default quality setting for high compressed PDF files.

The table below shows the available settings.

Item	Description
Compression Ratio Priority	Compression Ratio is given priority with smaller file size.
Standard	Standard quality
Quality Priority	Image quality is given priority with larger file size.

Use the procedure below to select the default quality setting for highly compressed PDF files.

1. Press the **System Menu** key.
2. Press [Common Settings], [∨] and [Next] of *Function Defaults*. Press [∨] twice and [Change] of *High Comp. PDF Image*.
3. Select the default for [Compression Ratio Priority], [Standard], or [Quality Priority].
4. Press [OK].

Color TIFF Compression Settings

Select the compression method for TIFF images handled on this machine. Use the procedure below to set the default Color TIFF Compression setting.

1. Press the **System Menu** key.
2. Press [Common Settings], [∨] and [Next] of *Function Defaults*. Press [∨] twice and then [Change] of *Color TIFF Compression*.
3. Select [TIFF V6] or [TTN2].
4. Press [OK].

Repeat Copying

Select the Repeat Copy default. The options are as follows. The table below shows the available settings.

Item	Description
Off	No Repeat Copy is performed.
On	Repeat Copy is performed.

NOTE: This setting is not displayed when the optional Data Security Kit is installed or the Repeat Copy job is set to *0*.

Refer to *page 4-36 for Repeat Copy.*

Use the procedure below to set the default Repeat Copy setting.

1. Press the **System Menu** key.
2. Press [Common Settings], [⌵] and [Next] of *Function Defaults*. Press [⌵] twice and [Change] of *Repeat Copy*.
3. Select the default for [Off] or [On].
4. Press [OK].

Collate/Offset

Set the defaults for Collate/Offset. The table below shows the available settings.

Item		Description
Collate	Off	Collate not performed.
	On	Collate performed.
Offset	Off	Offset not performed.
	Each Set (Each Page)	Offset performed. (If [Off] is selected of Collate, it is performed [Each Page].)

NOTE: Refer to *page 3-13 for Collate/Offset.*

Use the procedure below to set the default Collate/Offset settings.

1. Press the **System Menu** key.
2. Press [Common Settings], [⌵], [Next] of *Function Defaults*. Press [⌵] twice and [Change] of *Collate/Offset*.
3. Select the defaults for Collate and Offset respectively.
4. Press [OK].

JPEG/TIFF Print

Select the image size (resolution) when printing JPEG or TIFF file. The table below shows the available settings.

Item	Description
Fit to Paper Size	Fit the image size to the selected paper size.
Image Resolution	Print at resolution of the actual image.
Fit to Print Resolution	Fit the image size to the print resolution.

Use the procedure below to set the default JPEG/TIFF Print settings.

1. Press the **System Menu** key.
2. Press [Common Settings], [∨], [Next] of *Function Defaults*. Press [∨] twice and [Change] of *JPEG/TIFF Print*.
3. Select the default for [Fit to Paper Size], [Image Resolution], or [Fit to Print Resolution].
4. Press [OK].

XPS Fit to Page

Reduces or enlarges the image size to fit to the selected paper size when printing XPS file.

Use the procedure below to set the default XPS Fit to Page settings.

1. Press the **System Menu** key.
2. Press [Common Settings], [∨], [Next] of *Function Defaults*. Press [∨] twice and [Change] of *XPS Fit to Page*.
3. Select [Off] or [On] for the default.
4. Press [OK].

Copy Settings

The following settings are available for copying functions.

- Paper Selection …8-25
- Auto Paper Selection …8-25
- Auto % Priority …8-26
- Reserve Next Priority …8-26
- Preset Limit …8-27
- Quick Setup Registration …8-27

NOTE: If user login administration is enabled, you can only change the settings by logging in with administrator privileges.

Paper Selection

Set the default paper selection. The table below shows the available settings.

Item	Description
Auto	Automatically select the cassette containing paper in the same size as originals.
Default Paper Source	Select paper source set by Default Paper Source (refer to *page 8-9*).

Use the procedure below to set the default paper selection.

1. Press the **System Menu** key.
2. Press [Copy] and [Change] of *Paper Selection*.
3. Press [Auto] or [Default Paper Source].
4. Press [OK].
5. Move to the copy screen and press the **Reset** key.

Auto Paper Selection

If [Auto] is selected for Paper Selection, set the paper size selection method when the zoom changes. The table below shows the available settings.

Item	Description
Most Suitable Size	Select paper based on the current zoom and the size of the original.
Same as Original Size	Select paper that matches the size of the original, regardless the zoom.

Use the procedure below to specify the action performed for Auto Paper Selection.

1 Press the **System Menu** key.

2 Press [Copy] and [Change] of *Auto Paper Selection*.

3 Press [Most Suitable Size] or [Same as Original Size].

4 Press [OK].

5 Move to the copy screen and press the **Reset** key.

Auto % Priority

When a paper source of different size from the original is selected, select whether automatic zoom (reduce/zoom) is performed. The table below shows the available settings.

Item	Description
Off	No zoom performed (copied in original size).
On	Automatic zoom performed as appropriate.

Use the procedure below to specify the automatic zoom priority.

1 Press the **System Menu** key.

2 Press [Copy] and [Change] of *Auto % Priority*.

3 Select the default for [Off] or [On].

4 Press [OK].

5 Move to the copy screen and press the **Reset** key.

Reserve Next Priority

Select the operation of the reserve copy and interrupt copy functions and for canceling jobs.
Use the procedure below to select the default *Reserve Next Priority* setting.

1 Press the **System Menu** key.

2 Press [Copy] and [Change] of *Reserve Next Priority*.

3 Select the default for [Off] or [On].

4 Press [OK].

Preset Limit

Restrict the number of copies that can be made at one time. Options are 1-999 copies.

Use the procedure below to set the limit on the number of copies.

1 Press the **System Menu** key.

2 Press [Copy] and [Change] of *Preset Limit*.

3 Press [+] or [–] or use the numeric keys to enter the limit for the number of copies.

4 Press [OK].

Quick Setup Registration

Select the copying functions to be registered for Quick Setup. Six keys of the Quick Setup screen are allocated to typical functions but can be changed as necessary. Six items from the following options are available.

Paper Selection, Zoom, Staple, Density, Duplex, Combine, Collate/Offset, Original Image,

Original Size, Original Orientation, Continuous Scan

NOTE: Refer to *Quick Setup Screen on page 3-41* for the Quick Setup steps.

Use the procedure below to register the Quick Setup functions.

1 Press the **System Menu** key.

2 Press [Copy] and [Next] of *Quick Setup Registration*.

3 Press [Change] of the function to be registered in Quick Setup.

4 Select a key (1-6) allocated on the *Quick Setup Registration* screen. Press [Off] to delete a key from the Quick Setup.

5 Press [OK]. If you overwrite the setting, a confirmation screen appears. Press [Yes].

Sending Settings

The sending settings allow you to specify the following sending function options.

- Quick Setup Registration …8-28
- Destination Check before Send …8-29
- Color Type …8-29
- Entry Check for New Destination …8-30
- Setting the Default Send Screen …8-30

NOTE: If user login administration is enabled, you can only change the settings by logging in with administrator privileges.

Quick Setup Registration

Select the sending functions to be registered for Quick Setup. Six keys of the Quick Setup screen are allocated to typical functions but can be changed as necessary.

Six items in the following options are available.

Original Size, 2-sided/Book Original, Sending Size, Original Orientation, File Format, Density,

Original Image, Scan Resolution, FAX TX Resolution, Color Selection, Zoom, Continuous Scan

Use the procedure below to register the Quick Setup functions.

1. Press the **System Menu** key.
2. Press [Send] and [Next] of *Quick Setup Registration*.
3. Press [Change] of the function to be registered in Quick Setup.
4. Select a key (1-6) allocated on the *Quick Setup Registration* screen. Press [Off] to delete a key from the Quick Setup.
5. Press [OK]. If you overwrite the setting, a confirmation screen appears. Press [Yes].

Destination Check before Send

When performing sending jobs, display the confirmation screen of destinations after pressing the **Start** key. The table below shows the available settings.

Item	Description
Off	Do not display the confirmation screen of destinations.
On	Display the confirmation screen of destinations.

NOTE: Refer to *Confirmation Screen of Destinations on page 3-27* for the Quick Setup steps.

Use the procedure below to set the destination check before send.

1. Press the **System Menu** key.
2. Press [Send] and then [Change] of *Dest. Check before Send*.
3. Select [Off] or [On].
4. Press [OK].

Color Type

Set the color type when you send color documents. The table below shows the available settings.

Item	Description
RGB	Send color documents in RGB.
sRGB	Allows you to match the color space for machines that support sRGB.

Selecting *RGB* displays the color profile values set on the machine.

Use the procedure below to set the color type.

1. Press the **System Menu** key.
2. Press [Send] and then [Change] of *Color Type*.
3. Select [RGB] or [sRGB].
4. Press [OK].

Entry Check for New Destination

When adding new destination, display the entry check screen to check the entered destination. The table below shows the available settings.

Item	Description
Off	Do not display the entry check screen.
On	Display the entry check screen.

Use the procedure below to set the destination check before send.

1 Press the **System Menu** key.

2 Press [Send] and then [Change] of *Entry Check for New Dest*.

3 Select [Off] or [On].

4 Press [OK].

Setting the Default Send Screen

Use this procedure to set the default screen displayed when you press the **Send** key.

The table below shows the available settings.

Item	Detail
Destination	Displays the destination screen when the **Send** key is pressed (screen for sending).
Address Book	Displays the address book when the **Send** key is pressed

Use the procedure below to set the default send screen.

1 Press the **System Menu** key.

2 Press [Send] and then [Change] of *Default Screen*.

3 Press [Destination] or [Address Book].

4 Press [OK].

Document Box Settings

The following settings are available for Document Box.

- Registering / Editing Box …8-31
- Default Setting …8-31
- Job Box …8-31
- Quick Setup Registration …8-31

Registering / Editing Box

Creates a new box, edits a box, or checks details of a box in the custom box, or deletes a box from the custom box. For details, refer to *Using a Custom Box on page 6-2*.

Default Setting

Sets the time at which documents in the custom box are automatically deleted.
For details, refer to *Setting the document deletion time on page 6-3*.

Job Box

The following three operations can be done. For details, refer to each page shown below.

- *Quick Copy/Proof and Hold Print Box* (*page 6-13*)
- *Repeat Copy Box* (*page 6-15*)
- *Deleting a Form Stored* (*page 6-18*)

Quick Setup Registration

Select the Storing in Box, Sending from Box, Printing from Box functions to be registered for Quick Setup. Six keys of the Quick Setup screen are allocated to typical functions but can be changed as necessary.

The options are as follows.

Store File Quick Setup

Color Selection, Storing Size, Density, 2-sided/Book Original, Resolution, Zoom,

Original Orientation, Original Size, Original Image, Continuous Scan

Print Quick Setup

Paper Selection, Collate/Offset, Staple, Duplex, Combine, Delete after Printed

Send Quick Setup

Sending Size, FAX TX Resolution, File Format, Delete after Transmitted

Use the procedure below to register the Quick Setup functions.

1. Press the **System Menu** key.
2. Press [Document Box/Removable Memory] and [Next] of *Quick Setup Registration*.
3. Press [Next] of *Store File*, *Print*, or *Send*.
4. Press [Change] of the function to be registered in Quick Setup.
5. Select a key (1-6) allocated on the *Quick Setup* screen. Press [Off] to delete a key from the Quick Setup.
6. Press [OK]. If you overwrite the setting, a confirmation screen appears. Press [Yes].

Printer Settings

Printing from computers, settings are generally made on the application software screen. However, the following settings are available for configuring the defaults to customize the machine.

- Emulation …8-33
- EcoPrint …8-34
- Override A4/Letter …8-34
- Duplex …8-35
- Copies …8-35
- Orientation …8-35
- Form Feed Timeout …8-36
- LF Action …8-36
- CR Action …8-37
- Paper Feed Mode …8-37

NOTE: If user login administration is enabled, you can only change the settings by logging in with administrator privileges.

Emulation

Select the emulation for operating this machine by commands oriented to other types of printers.

Selection of emulation

The printer can emulate PCL 6, KPDL and KPDL(Auto).

Use the procedure below to select the emulation.

1 Press the **System Menu** Key.

2 Press [Printer] > [Change] of *Emulation*.

3 Select the desired emulation.

NOTE: If you selected [KPDL(Auto)], set *Alternative Emulation*, too. (Refer to *page 8-33*)
When you have selected [KPDL] or [KPDL(Auto)], set *KPDL Error Report*, too. (Refer to *page 8-34*)

4 Press [OK].

Setting of Alternative Emulation

When you have selected [KPDL(Auto)] as emulation mode, you can switch between KPDL and another emulation mode (alternative emulation) automatically according to the data to print. The alternative emulation you can set is [PCL6].

Use the procedure below to select the alternative emulation.

1 Press the **System Menu** Key.

2 Press [Printer] > [Change] of *Emulation* > [KPDL(Auto)] > [Alt Emulation].

3 Select the desired alternative emulation and then press [OK].

4 Press [OK].

Setting of KPDL error report

When an error has occurred during printing in KPDL emulation mode, set whether or not the error report is output. The default setting is *Off* (not output).

Use the procedure below to specify the KPDL error report setting.

1 Press the **System Menu** Key.

2 Press [Printer] > [Change] of *Emulation* > [KPDL] or [KPDL(Auto)] > [KPDL Error Report].

3 Press [On] or [Off] and then press [OK].

4 Press [OK].

EcoPrint

EcoPrint conserves toner when printing. This is recommended for test copies where faded printing is not a problem.

Use the procedure below to specify the EcoPrint setting.

1 Press the **System Menu** key.

2 Press [Printer] and [Change] of *EcoPrint*.

3 Press [Off] or [On].

4 Press [OK].

Override A4/Letter

Select whether to treat A4 size and Letter, which are similar in size, as the same size when printing. The table below shows the available settings.

Item	Description
On	A4 and Letter are regarded as the same in size. The machine will use whichever size is in the paper source.
Off	A4 and Letter are not regarded as the same in size.

Use the procedure below to specify the override A4/Letter setting.

1 Press the **System Menu** key.

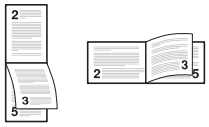
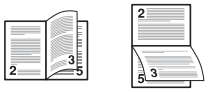
2 Press [Printer] and [Change] of *Override A4/Letter*.

3 Press [Off] or [On].

4 Press [OK].

Duplex

Select binding orientation for duplex mode. The table below shows the available settings.

Item	Description	Finish
1-sided	No duplex mode	
2-sided Bind ShortEdge	Shorter edge bound	
2-sided Bind LongEdge	Longer edge bound	

Use the procedure below to select a duplex setting.

1. Press the **System Menu** key.
2. Press [Printer] and [Change] of *Duplex*.
3. Press [1-sided], [2-sided Bind LongEdge], or [2-sided Bind ShortEdge].
4. Press [OK].

Copies

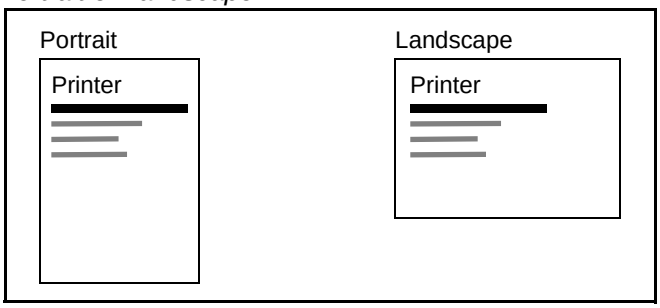
Set the default number of copies, from 1 to 999.

Use the procedure below to specify the default number of copies.

1. Press the **System Menu** key.
2. Press [Printer] and [Change] of *Copies*.
3. Press [+],[–] or the numeric keys to set the default number of copies.
4. Press [OK].

Orientation

Set the default orientation, *Portrait* or *Landscape*.



Use the procedure below to set the default orientation for printing.

1 Press the **System Menu** key.

2 Press [Printer] and [Change] of *Orientation*.

3 Press [Portrait] or [Landscape].

4 Press [OK].

Form Feed Timeout

Receiving print data from the computer, the machine may sometimes wait if there is no information signaling that the last page does not have any more data to be printed. When the preset timeout passes, the machine automatically prints paper. The options are between 5 and 495 seconds.

Use the procedure below to set the form feed timeout.

1 Press the **System Menu** key.

2 Press [Printer], [∨] and [Change] of *Form Feed Timeout*.

3 Press [+] or [–] to set the Form Feed Timeout.

You can set the timeout delay in seconds.

You cannot use the numeric keys to enter this value.

4 Press [OK].

LF Action

Set the line feed action when the machine receives the line feed code (character code 0AH). The table below shows the available settings.

Item	Description
LF Only	Only line feed performed.
LF and CR	Line feed and character return performed.
Ignore LF	No line feed performed.

Use the procedure below to specify an LF action.

1 Press the **System Menu** key.

2 Press [Printer], [∨] and [Change] of *LF Action*.

3 Press [LF Only], [LF and CR] or [Ignore LF].

4 Press [OK].

CR Action

Set the character return action when the machine receives the character return code (character code 0DH). The table below shows the available settings.

Item	Description
CR Only	Only character return performed.
LF and CR	Character return and line feed performed.
Ignore CR	No character return performed.

Use the procedure below to specify a CR action.

1 Press the **System Menu** key.

2 Press [Printer], [∨] and [Change] of *CR Action*.

3 Press [CR Only], [LF and CR] or [Ignore CR].

4 Press [OK].

Paper Feed Mode

While printing from the computer, select how to feed paper when the paper source and type are specified. The table below shows the available settings.

Item	Description
Auto	Search the paper source that matches the selected paper size and type.
Fixed	Print on paper loaded in the specified paper source.

Use the procedure below to select the paper feed mode.

1 Press the **System Menu** key.

2 Press [Printer], [∨] and [Change] of *Paper Feed Mode*.

3 Press [Auto] or [Fixed].

4 Press [OK].

Printing Reports/Sending Notice

Print reports to check the machine settings and status. Default settings for printing the result reports can also be configured.

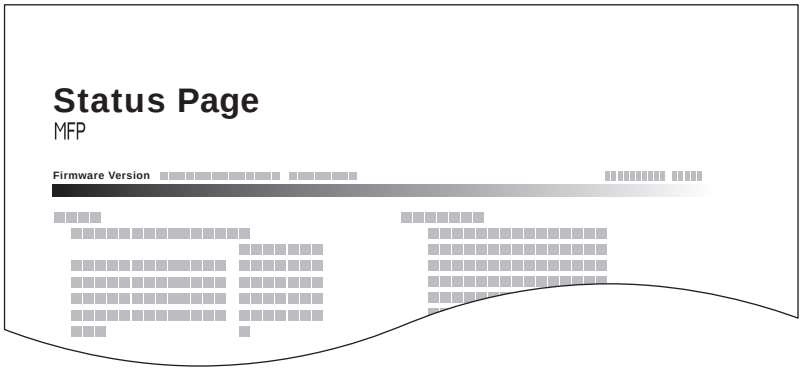
NOTE: If user login administration is enabled, you can only print by logging in with administrator privileges.

Printing Reports

Printable reports are as follows.

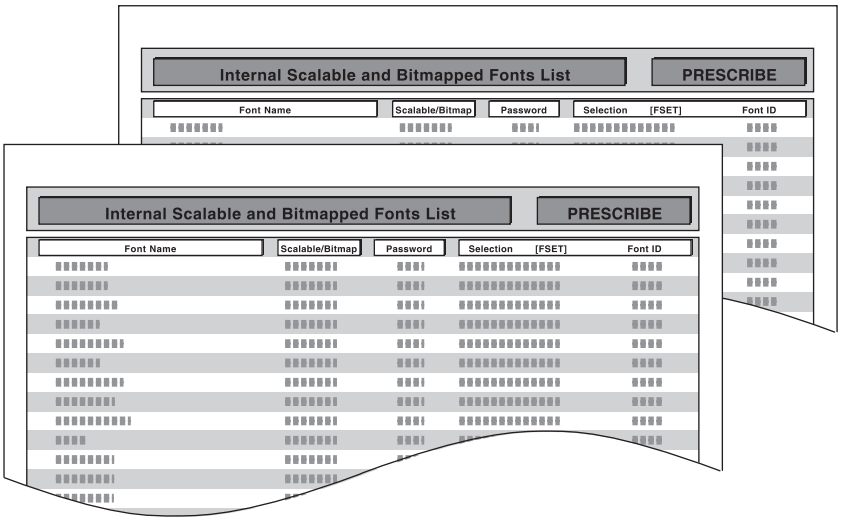
Status Page

Check the information including current settings, available memory space, and optional equipment installed.



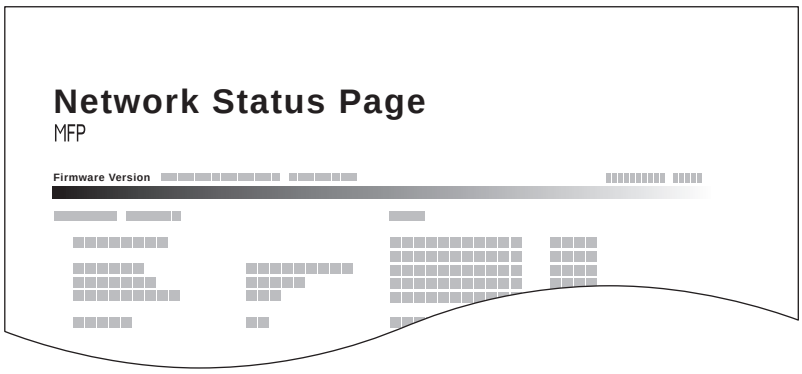
Font List

Check the font samples installed in the machine.



Network Status Page

Check the information including network interface firmware version, network address and protocol.



Service Status Page

More detailed information is available than on the Status Page. Service personnel usually print the service status pages for maintenance purpose.

Use the procedure below to print a report.

1 Press the **System Menu** key.

2 Press [Report] and [Next] of *Print Report*.

3 Press [Print] for the report you want to print. Printing starts.

A confirmation screen appears. Press [Yes].

Send Result Report

Automatically print a report of transmission result when a transmission is complete. The table below shows the available settings.

Item	Description
Off	No result report printed.
On	Result report automatically printed. Transmitted images can also be attached to the FAX result report.
Error Only	Result report printed only when a transmission ends in an error. If two or more destinations are registered, the reports are printed only for the destinations with the errors. Transmitted images can also be attached to the FAX result report.

1 Press the **System Menu** key.

2 Press [Report], [Next] of *Result Report Setting*, [Next] of *Send Result Report* and then [Change] of *E-mail/Folder*.

3 Press [Off], [On], or [Error Only].

4 Press [OK].

Report for Job Canceled before Sending

Print a send result report when the job is canceled before being sent.

1 Press the **System Menu** key.

2 Press [Report], [Next] of *Result Report Setting*, [Next] of *Send Result Report* and then [Change] of *Canceled before Sending*.

3 Press [Off], [On].

4 Press [OK].

Adjustment/Maintenance

Adjust printing quality and conduct machine maintenance.

- Copy Density Adjustment …8-41
- Send/Box Density Adjust …8-41
- Print Density …8-42
- Drum Refresh …8-42
- Auto Drum Refresh …8-42
- Correcting Fine Black Lines …8-43
- System Initialization …8-44
- Display Brightness …8-44
- Silent Mode …8-44
- Auto Color Correction...8-44
- Gray Adjustment...8-45

NOTE: If user login administration is enabled, you can only change the settings by logging in with administrator privileges.

Copy Density Adjustment

Adjust copy density. Adjustment can be made in 7 levels both in auto and manual density modes.

Use the procedure below to adjust the copy density.

1. Press the **System Menu** key.
2. Press [⌵], [Adjustment/Maintenance] and then [Next] of *Copy Density Adjustment*.
3. Press [Change] of *Auto* or of *Manual*.
4. Press [-3] - [+3] (Lighter-Darker) to adjust density.
5. Press [OK].

Send/Box Density Adjust

Adjust scan density when sending or storing the data in Document Box. Adjustment can be made in 7 levels both in auto and manual density modes.

Use the procedure below to adjust the density.

1. Press the **System Menu** key.
2. Press [⌵], [Adjustment/Maintenance] and then [Next] of *Send/Box Density Adjust.*.
3. Press [Change] of *Auto* or of *Manual*.
4. Press [-3] - [+3] (Lighter-Darker) to adjust density.
5. Press [OK].

Print Density

Adjust print density. Adjustment can be made in 5 levels.

Use the procedure below to adjust the print density.

1 Press the **System Menu** key.

2 Press [∨], [Adjustment/Maintenance] and then [Change] of *Print Density*.

3 Press [1] - [5] (Lighter-Darker) to adjust density.

4 Press [OK].

Drum Refresh

Refresh the drum when image blur or white spots appear on images in copies.

There are 2 drum refresh modes.

Item	Description
Drum Refresh 1	Use this mode when images are blurred or smeared. Refreshing takes about 160 seconds.
Drum Refresh 2	Use this mode when white spots appear on images. Refreshing takes about 90 seconds.

NOTE: Drum Refresh cannot be performed while printing. Execute Drum Refresh after the printing is done.

When you run [Drum Refresh 2], the machine makes a vibrating sound for about 90 seconds until drum refreshing is completed. The toner soiling on the ejected paper is normal and does not indicate a fault.

To use [Drum Refresh 2], load Ledger or A3 size paper into the Multi Purpose tray.

Use the procedure below to refresh the drum.

1 Press the **System Menu** key.

2 Press [∨], [Adjustment/Maintenance].

3 Press [∨] and then [Next] of *Drum Refresh 1* or *Drum Refresh 2*.

4 Press [Execute] to perform Drum Refresh.

5 After Drum Refresh is completed, press [OK] to return to the *Adjustment/Maintenance* screen.

Auto Drum Refresh

Auto Drum Refresh may be executed when the machine is turned on the power or recovered from the low power mode or sleep mode. Auto Drum Refresh is executed automatically to keep the best image quality by monitoring its peripheral temperature and humidity.

Set the duration of time to execute Auto Drum Refresh. The table below shows the available settings.

Item	Description
Off	Do not perform Drum Refresh.
Standard	Perform Auto Drum Refresh as Standard (maximum 120 seconds).
Long	Perform Auto Drum Refresh as Long (maximum 160 seconds).

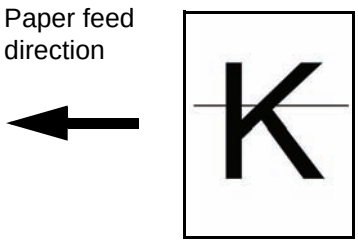
NOTE: You can also execute Drum refresh as needed (Refer to *Drum Refresh on page 8-42*.)

Use the procedure below to specify the setting for Auto Drum Refresh.

1. Press the **System Menu** key.
2. Press [∨], [Adjustment/Maintenance], [∨] and then [Change] of *Auto Drum Refresh*.
3. Select [Off], [Standard] or [Long].
4. Press [OK].

Correcting Fine Black Lines

Correct fine black lines (black streaks caused by contamination), which may appear on the copies, when the optional document processor used.



The table below shows the available settings.

Item	Description
Off	No correction performed.
On(Low)	Correction performed. The reproduction of the image becomes lower when using Off.
On(High)	Correction performed. Select this item if black streak remains after using On (Low). The reproduction of the image becomes lower when using On (Low).

NOTE: Using Correcting Fine Black Line can impair reproduction of fine characters. It is recommended to keep the default ([Off]).

Use the procedure below to specify the setting for correcting fine black lines.

1 Press the **System Menu** key.

2 Press [∨], [Adjustment/Maintenance] and then [Change] of *Correcting Black Line*.

3 Press [Off], [On(Low)] or [On(High)].

4 Press [OK].

System Initialization

Initialize the hard disk mounted on the machine to return to the default mode.

Refer to *System Initialization on page 8-63* about the initialization procedures.

Display Brightness

Set the brightness of the touch panel.

Use the procedure below to adjust the display brightness.

1 Press the **System Menu** key.

2 Press [∨], [Adjustment/Maintenance] and then [Change] of *Display Brightness*.

3 Press [1] - [4] (Darker- Lighter) to adjust brightness.

4 Press [OK].

Silent Mode

Make the machine run more quietly. Select this mode when the running noise is uncomfortable.

Use the procedure below to set Silent mode.

1 Press the **System Menu** key.

2 Press [∨], [Adjustment/Maintenance] and then [Change] of *Silent Mode*.

3 Press [Off] or [On].

4 Press [OK].

Auto Color Correction

This setting allows you to adjust the detection level used by the machine to determine whether the original is color or black and white during Auto Color Mode. Setting a lower value will result in more originals being identified as color, while a larger value will tend to increase the number of originals being identified as black and white.

Use the procedure below to set the Auto Color Detection Level.

1 Press the **System Menu** key.

2 Press [∨], [Adjustment/Maintenance], [∨] and then [Change] of *Auto Color Correction*.

3 Press one of keys [1] to [5] (Color - B & W) to set the detection level.

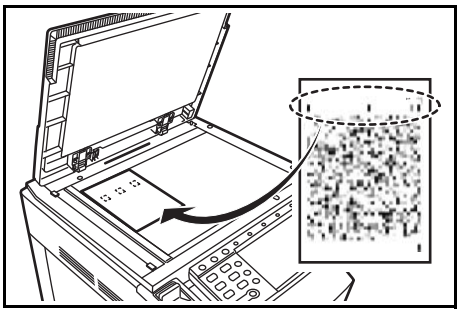
4 Press [OK].

Gray Adjustment

After prolonged use, or from the effects of surrounding temperature or humidity, the hue of printed color output may shift or color drift may occur. Use this function to correct color settings when the color of a finished copy does not match the original.

NOTE: To perform gray adjustment, verify that either 11 × 8 1/2" or A4 paper is loaded into a cassette.

Use the procedure below for adjustment.



1. Press the **System Menu** key.
2. Press [∨], [Adjustment/Maintenance], [∨] and then [Next] of *Gray Adjustment*.
3. Press [Execute]. A color pattern is printed.
4. As shown in the illustration, place the printed side down on the platen with the three black boxes aligned to the top.
5. Press [Execute]. The color pattern is read and adjustment begins.
6. Press [OK] in the adjustment end confirmation screen.

Date/Timer

Date/Timer settings include:

- Date/Time …8-46
- Date Format …8-46
- Time Zone …8-47
- Auto Panel Reset …8-47
- Auto Sleep …8-48
- Auto Error Clear …8-49
- Interrupt Clear Timer …8-50

NOTE: If user login administration is enabled, you can only change the settings by logging in with administrator privileges.

Date/Time

Set the date and time for the location where you use the machine. If you perform Send as E-mail, the date and time set here will be displayed on the header.

CAUTION: Be sure to set Time Zone before the Date/Time setup.

Use the procedure below to set the date and time.

1. Press the **System Menu** key.
2. Press [∨], [Date/Timer] and then [Change] of *Date/Time*.
3. Press [+] or [–] to enter the date and time respectively.
4. Press [OK].

NOTE: If you try to change the date/time when a trial application *(page 8-75)* is running, the *If you change Date/Time setting, trial functions will be unavailable. Are you sure?* message is displayed. To change the date/time, press [Yes].

Date Format

Select the display format of year, month, and date. The year is displayed in Western notation.

Use the procedure below to select the date format.

1. Press the **System Menu** key.
2. Press [∨], [Date/Timer] and then [Change] of *Date Format*.
3. Select [MM/DD/YYYY], [DD/MM/YYYY], or [YYYY/MM/DD] and press [OK].

Time Zone

Set the time difference in the location you are from GMT.

Use the procedure below to set the time difference.

1 Press the **System Menu** key.

2 Press [∨], [Date/Timer] and then [Change] of *Time Zone*.

3 Select the location.

NOTE: Press [∧] or [∨] to select the location.

4 Press [Off] or [On] of *Summer Time* and press [OK].

NOTE: If you select a region that does not utilize summer time, the summer time setting screen will not appear.

Auto Panel Reset

If no jobs are run for a certain period of time, automatically reset settings and return to the default setting.

NOTE: Refer to *page 8-14* for the default settings.

Auto Panel Reset ON/OFF

Select to use Auto Panel Reset or not.

Use the procedure below to specify the auto panel reset setting.

1 Press the **System Menu** key.

2 Press [∨], [Date/Timer] and then [Change] of *Auto Panel Reset*.

3 Press [Off] or [On].

4 Press [OK].

Panel Reset Timer

If you select [On] for *Auto Panel Reset*, set the amount of time to wait before *Auto Panel Reset*. Options are between 5 and 495 seconds (every five seconds).

NOTE: If you select [Off] for *Auto Panel Reset*, the time display does not appear.

Use the procedure below to set the reset time.

1 Press the **System Menu** key.

2 Press [∨], [Date/Timer] and then [Change] of *Panel Reset Timer*.

3 Press [+] or [–] to enter the time until *Auto Panel Reset* is turned on.

You cannot use the numeric keys to enter this value.

4 Press [OK].

Low Power Timer

You can specify the amount of time to wait before Low Power Mode.
Specify a value from 1 - 240 minutes (1 minute increments).
For more information on Low Power Mode, refer to the *Low Power Mode and Auto Low Power Mode on page 2-9*.

Use the procedure below to set the Low Power Mode.

1 Press the **System Menu** key.

2 Press [∨], [Date/Timer] and then [Low Power Timer].

3 Press [+],[–] or the numeric keys to enter the time until Low Power Mode is turned on.

4 Press [OK].

Auto Sleep

If no job runs for a certain period of time, automatically enter Sleep Mode. Refer to *Sleep and Auto Sleep on page 2-10* for Sleep.

Auto Sleep ON/OFF

Select whether to use Auto Sleep or not.

NOTE: Time remaining before Auto Sleep can be modified as necessary.

Use the procedure below to specify the auto sleep setting.

1 Press the **System Menu** key.

2 Press [∨], [Date/Timer] and then [Change] of *Auto Sleep*.

3 Press [Off] or [On].

4 Press [OK].

Sleep Timer

Set the amount of time to wait before Auto Sleep. Options are between 1 and 240 minutes (every one minute).

NOTE: If you select [Off] for Auto Sleep, the time display does not appear.

Use the procedure below to set the Auto Sleep time.

1 Press the **System Menu** key.

2 Press [∨], [Date/Timer] and then [Change] of *Sleep Timer*.

3 Press [+] and [–] or the numeric keys to enter the time until Auto Sleep is turned on.

4 Press [OK].

Auto Error Clear

If an error occurs during printing, the print job stops to wait for the next step to be taken by the user. In the Auto Error Clear mode, automatically clear the error after a set amount of time elapses.

The following errors are automatically cleared.

Print overrun

Memory is full

Auto Error Clear ON/OFF

Select whether to use Auto Error Clear or not.

Use the procedure below to specify the auto error clear setting.

1 Press the **System Menu** key.

2 Press [∨], [Date/Timer] and then [Change] of *Auto Error Clear*.

3 Press [Off] or [On].

4 Press [OK].

Error Clear Timer

If you select [On] for *Auto Error Clear*, set the amount of time to wait before automatically clearing errors. Options are between 5 and 495 seconds (every five seconds).

NOTE: If you select [Off] for *Auto Error Clear*, the time display does not appear.

Use the procedure below to set the automatic error clear delay.

1 Press the **System Menu** key.

2 Press [∨], [Date/Timer], [∨] and then [Change] of *Error Clear Timer*.

3 Press [+] or [–] to enter the time until printing restarts.

You cannot use the numeric keys to enter this value.

4 Press [OK].

Interrupt Clear Timer

Set the period after which the machine reverts to Normal mode when it has been set to Interrupt Copy mode and then left unused. Any period between 5 and 495 seconds (in five-second increments) can be set.

The procedure for setting the interrupt clear timer is explained below.

1 Press the **System Menu** key.

2 Press [∨], [Date/Timer], [∨] and then [Change] of *Interrupt Clear Timer*.

3 Press [+] or [-] to enter the time for the interrupt clear timer.

4 Press [OK].

Editing Destination (Address Book/Adding One Touch Keys)

Save frequently used destinations to Address Book or One Touch Keys. The saved destinations can be changed. The destinations are available for Send as E-mail, Send to Folder, and Fax Transmission (optional).

Adding a Destination

Add a new destination to the Address Book. There are two registering methods, contacts and groups. When adding a group, enter the group name and select group members from the Address Book.

NOTE: If user login administration is enabled, you can only edit destinations in the Address Book by logging in with administrator privileges.

Adding a contact

A maximum of 1,000 contact addresses can be registered. Each address can include the information such as destination name, E-mail address, FTP server folder path, computer folder path, and FAX No. (optional).

Use the procedure below to register a new individual contact.

1. Press the **System Menu** key.
2. Press [Edit Destination], [Register/Edit] of *Address Book*, [Add], [Contact] and then [Next].
3. To specify the address number, press [Change] in Address Number.
4. Press [+],[–] or numeric keys to enter a particular Address Number (1-2500).

   To have the number assigned automatically, enter “0000”.

NOTE: Address Number is an ID for a destination. You can select any available number out of 2,500 numbers for contacts and 500 numbers for groups.

If you specify an address number that is already in use, an error message appears when you press [Register] and the number cannot be registered. If you set “0000” as the address number, the address is registered under the lowest available number.

5. Press [OK]. The screen shown in step 3 reappears.
6. Press [Change] of *Name*.
7. Enter the destination name (up to 32 characters) to be displayed on the Address Book and press [OK]. The screen shown in step 3 reappears.

NOTE: Refer to the *Character Entry Method on page Appendix-10* for details on entering characters.

8. Press [E-mail] to add an e-mail address, [SMB] to add a folder on the computer, or [FTP] to add an FTP folder.

   The procedure differs depending on the transmission method selected.

E-mail Address

Press [Change] of *E-mail Address*, enter the E-mail address and press [OK].The table below explains the items to be entered.

NOTE: Refer to the *Character Entry Method on page Appendix-10* for details on entering characters.

The Folder (FTP) Address

Press [Change] of *Host Name*, *Path*, *Login User Name* and *Login Password*, enter the information for each item and press [OK].

The table below explains the items to be entered.

Item	Description	Max. No. of Characters
Host Name*	FTP server host name or IP address	64 chars
Path	Path for the file to be stored (e.g., "\User\ScanData") If no path is entered, the file is stored in the home directory.	128 chars
Login User Name	User name FTP server login	64 chars
Login Password	Password for FTP server login	64 chars

* If you specify a port number other than the default (21), use the "Host name: port number" format.
(e.g., FTPhostname:140)
To enter the IPv6 address, enclose the address in brackets [ ].
(e.g., [3ae3:9a0:cd05:b1d2:28a:1fc0:a1:10ae]:140)

NOTE: Refer to the *Character Entry Method on page Appendix-10* for details on entering characters.
Press [Connection Test] to check the connection to the FTP server you chose. If the connection fails, check the entries you made.

The Folder (SMB) Address

Press [Change] of *Host Name, Path, Login User Name and Login Password*, enter the information for each item and press [OK].

The table below explains the items to be entered.

Item	Description	Max. No. of Characters
Host Name*	Host name or IP address of the sending computer	64 chars
Path	Path to the folder used to save files (e.g., "\User\ScanData")	128 chars
Login User Name	User name for folder access For example, *abcdnet\james.smith*	64 chars
Login Password	Password for folder access	64 chars

* If you specify a port number other than the default (139), use the "Host name: port number" format.
(e.g., SMBhostname:140)
To enter the IPv6 address, enclose the address in brackets [ ].
(e.g., [3ae3:9a0:cd05:b1d2:28a:1fc0:a1:10ae]:140)

NOTE: Refer to the *Character Entry Method on page Appendix-10* for details on entering characters.
Press [Connection Test] to check the connection to the computer you chose. If the connection fails, check the entries you made.

9 Check if the destination entry is correct and press [Register]. The destination is added to the Address Book.

Adding a Group

Compile two or more contacts into a group. Designations in the group can be added at the same time. When adding a group, a maximum of 500 groups can be added in the Address Book.

NOTE: Before adding a group in the Address Book, the contacts to be included in the group must be added first. Up to 100 destinations for the e-mail, 500 destinations for the FAX, and the total of 10 destinations for the FTP and SMB can be registered per a group.

Use the procedure below to register a group.

1 Press the **System Menu** key.

2 Press [Edit Destination], [Register/Edit] of *Address Book*, [Add], [Group] and then [Next].

3 To specify the address number, press [Change] in Address Number.

4 Use [+]/[-] or the numeric keys to enter an address number (1 to 2500).

To have the number assigned automatically, set "0000".

NOTE: Address Number is an ID for a group. You can select any available number out of 2,000 numbers for contacts and 500 numbers for groups.

If you specify an address number that is already in use, an error message appears when you press [Register] and the number cannot be registered. If you set "0000" as the address number, the address is registered under the lowest available number.

5 Press [OK]. The *Add Group* screen reappears.

6 Press [Change] of *Name*.

7 Enter the group name displayed on the Address Book not more than 32 characters.

NOTE: Refer to the *Character Entry Method on page Appendix-10* for details on entering characters.

8 Press [Member].

9 Press [Add].

10 Select destinations (contacts) to add to the group.

NOTE: Destinations can be sorted or searched by destination name or address number. Refer to *Specifying Destination on page 3-28* for Address List.

11 Press [OK].

If you have more destinations to add, repeat Steps 9 to 11.

12 Check if the selected destination was added to the group and press [Register]. Now the group is added to the Address Book.

Editing a Destination

Edit/delete the destinations (Contacts) you added to the Address Book.

Use the procedure below to edit a destination.

1 Press the **System Menu** key.

2 Press [Edit Destination] and then [Register/Edit] of *Address Book*.

3 Select a destination or group to edit.

NOTE: Destinations can be sorted or searched by destination name or address number. Refer to *Specifying Destination on page 3-28* for Address List.

4 Press [Detail].

The procedure differs depending on the details to be edited.

Editing a Contact

1 Change *Address Number*, *Name* and destination type and address. Refer to *Adding a contact on page 8-51* for the details.

2 After you have completed the changes, press [Register].

3 Press [Yes] in the change confirmation screen to register the changed destination.

Editing a Group

1 Change *Address Number* and *Name*. Refer to *Adding a Group on page 8-53* for the details.

2 Press [Member].

3 To delete any destination from the group, select the destination and press [Delete]. Press [Yes] on the screen to confirm the deletion.

4 After you have completed the changes, press [Register].

5 Press [Yes] in the change confirmation screen to register the changed group.

Deleting a Contact or Group

Repeat Steps 1 to 3, press [Delete]. Press [Yes] on the screen to confirm the deletion. Deletion is performed.

Adding a Destination on One Touch Key

Add a new destination (contact or group). A maximum of 1000 destinations can be registered.

NOTE: Refer to *Specifying Destination on page 3-28* for use of One Touch Key.

Use the procedure below to register a new destination under a One Touch key.

1 Press the **System Menu** key.

2 Press [Edit Destination] and [Register/Edit] of *One Touch Key*.

3 Select a One Touch Key number (0001 to 1000) for the destination. Pressing **Quick No. Search** key or [No.] enables direct entry of a One Touch Key number.

Select a One Touch Key with no registered destination.

4 Press [Register/Edit]. The address book appears.

5 Select a destination (contact or group) to add to the One Touch Key number.

Pressing [Detail] shows the detailed information of the selected destination.

NOTE: Destinations can be sorted or searched by destination name or address number. Refer to *Specifying Destination on page 3-28* for Address List.

6 Press [OK]. The destination will be added to the One Touch Key.

Editing One Touch Key

Edit/delete the destinations you added to One Touch Key.

Use the procedure below to edit the One Touch key.

1 Press the **System Menu** key.

2 Press [Edit Destination] and then [Register/Edit] of *One Touch Key.*

3 Select a One Touch Key number (0001 to 1000) for the destination. Pressing **Quick No. Search** key or [No.] enables direct entry of a One Touch Key number.

The procedure differs depending on the details to be edited.

Changing the Registered Information

1 Press [Register/Edit].

2 Select a new destination (Contact or group). Pressing [Detail] shows the detailed information of the selected destination.

NOTE: Destinations can be sorted or searched by destination name or address number. Refer to *Specifying Destination on page 3-28* for Address List.

3 Press [OK].

4 Press [Yes] on the screen to add the destination to the One Touch Key.

Deleting the Registered Information

1 Press [Delete].

2 Press [Yes] on the screen to confirm the deletion of the data registered in the One Touch Key.

Sort Settings

Select the default sort setting of the address for the address book.

The table below shows the available settings.

Item	Detail
No.	Displays the destination list in order of the registered number.
Name	Displays the destination list in order of the registered name.

Use the procedure below to specify the Sort settings.

1 Press the **System Menu** key.

2 Press [Edit Destination], [Next] of *Address Book Defaults* and then [Change] of *Sort*.

3 Select [No.] or [Name].

4 Press [OK].

Narrow Down Settings

This procedure can be used to filter (narrow down) the types of destination listed when the address book is displayed.

The table below shows the available settings.

Item	Detail
Off	Displays all destination types in the destination list.
E-mail	Displays only *e-mail* destinations.
Folder	Displays only folder (SMB or FTP) destinations.
FAX	Displays only FAX destinations.
i-FAX	Displays only i-FAX destinations.
Group	Displays only groups.

Use the procedure below to specify the Narrow Down settings.

1 Press the **System Menu** key.

2 Press [Edit Destination], [Next] of *Address Book Defaults* and then [Change] of *Narrow Down*.

3 Select the type of destination filter.

4 Press [OK].

Internet Browser Setup

This procedure sets up the Internet browser application. You can specify the following Internet browser settings.

- Internet Browser Setting
- Browser Preferences
- Proxy Settings

Internet Browser Setting

This selects whether or not the Internet browser is used.

Use the procedure below to specify the Internet browser setting.

1. Press the **System Menu** key.
2. Press [∨] and then [Internet].

NOTE: If user login administration is disabled, the user authentication screen appears. Enter your login user name and password and then press [Login]. For this, you need to login with administrator privileges. Refer to *Adding a User on page 11-5* for the default login user name and password.

3. Press [Change] of *Internet Browser*.
4. Press [On] or [Off].
5. Press [OK].

Browser Preferences

This specifies Internet browser preferences such as your home page setting and how pages are displayed.

NOTE: This is not displayed if you selected *Off* in *Internet Browser Setting (page 8-58)*.

Use the procedure below to set your Internet browser preferences.

1. Press the **System Menu** key.
2. Press [∨] and then [Internet].

NOTE: If user login administration is disabled, the user authentication screen appears. Enter your login user name and password and then press [Login]. For this, you need to login with administrator privileges. Refer to *Adding a User on page 11-5* for the default login user name and password.

3. Press [Next] of *Browser Environment*.
4. To set your home page, press [Change] of *Home Page*, press [URL], enter the URL and then press [OK]. Press [OK] again.

NOTE: Refer to the *Character Entry Method on page Appendix-10* for details on entering characters.

5 To set the text size, press [Change] of *Text Size*, select [Large], [Medium] or [Small] as the text size and then press [OK].

6 To set the display mode, press [Change] of *Display Mode*, select [Normal], [Just-Fit Rendering] or [Smart-Fit Rendering] as the display mode and then press [OK].

7 To specify the settings for accepting cookies, press [Change] of *Cookie*, select [Accept All], [Reject All] or [Prompt before Accepting] as your cookie acceptance policy and then press [OK].

Proxy Settings

Use the procedure below to specify the proxy settings.

1 Press the **System Menu** key.

2 Press [∨] and then [Internet].

NOTE: If user login administration is disabled, the user authentication screen appears. Enter your login user name and password and then press [Login]. For this, you need to login with administrator privileges. Refer to *Adding a User on page 11-5* for the default login user name and password.

3 Press [Change] of *Proxy* and then press [On].

◆ To set a proxy server (HTTP)

1 Press [Keyboard] of *Proxy Server (HTTP)*, enter the proxy address and press [OK].

2 Press [# Keys] and enter the port number.

◆ To set a proxy server (HTTPS)

1 Press [Keyboard] of *Proxy Server (HTTPS)*, enter the proxy address and press [OK].

2 Press [# Keys] and enter the port number.

◆ To set domains for which no proxy is used

1 Press [Keyboard] of *Do Not Use Proxy for Following Domains*, enter the domain name and press [OK].

NOTE: Refer to the *Character Entry Method on page Appendix-10* for details on entering characters.

4 Press [OK].

Applications

You can install and use applications that will make your day-to-day use of this machine more efficient.

Installing Applications

You can install new applications.

Use the procedure below to install an application.

1 Insert the USB memory containing the application to be installed into the USB memory slot (A1).

NOTE: If *Removable Memory is recognized. Displaying files.* appears, press [No].

2 Press the **System Menu** key.

3 Press [∨] and then [Application].

NOTE: If user login administration is disabled, the user authentication screen appears. Enter your login user name and password and then press [Login]. For this, you need to login with administrator privileges. Refer to *Adding a User on page 11-5* for the default login user name and password.

4 Press [Add].

5 Select the application to be installed and press [Install].

You can view detailed information on the selected application by pressing [Detail].

6 When the confirmation screen appears, press [Yes].

Installation of the application begins. Depending on the application being installed, the installation may take some time.

Once the installation ends, the original screen reappears.

7 To install another application, repeat steps 5 to 6.

8 To remove the USB memory, press [Remove Memory] and wait until the *Removable Memory can be safely removed* message appears. Then remove the USB memory.

Activating/Deactivating Application

To use an application, set the application to *Activate*.

Use the procedure below to start using an application.

1 Press the **System Menu** key.

2 Press [∨] and then [Application].

NOTE: If user login administration is disabled, the user authentication screen appears. Enter your login user name and password and then press [Login]. For this, you need to login with administrator privileges. Refer to *Adding a User on page 11-5* for the default login user name and password.

3 Select the desired application and press [Activate].

You can view detailed information on the selected application by pressing [Detail].

NOTE: To exit an application, press [Deactivate].

4 Enter the license key and press [Official].

Some applications do not require you to enter a license key. If the license key entry screen does not appear, go to Step 5.

To use the application as a trial, press [Trial] without entering the license key.

5 When the confirmation screen appears, press [Yes].

IMPORTANT: If you change the date/time while using an application, you will no longer be able to use the application.

Launching Applications

You can launch any application for which *Activate* is set.

Use the procedure below to launch an application.

1 Press the **Application** key.

A list of available applications appears on the touch panel.

2 Press the key for the application to be launched.

The application starts up.

3 To exit the application, press [✕].

4 When the application exit confirmation screen appears, press [Yes].

NOTE: The procedure for exiting some applications may differ.

Deleting Applications

Use the procedure below to delete an installed application.

IMPORTANT: Always exit the application to be deleted before deleting the application. (Refer to *Activating/ Deactivating Application on page 8-61*.)

1 Press the **System Menu** key.

2 Press [∨] and then [Application].

NOTE: If login administration is disabled, the user authentication screen appears. Enter your login user name and password and then press [Login]. For this, you need to login with administrator privileges. Refer to *Adding a User on page 11-5* for the default login user name and password.

3 Select the application to be deleted and press [Delete].

You can view detailed information on the selected application by pressing [Detail].

4 When the deletion confirmation screen appears, press [Yes]. The application is deleted.

System Initialization

Initialize the hard disk mounted on the machine to return to the default mode.

CAUTION: System initialization will erase Custom Document Boxes, data stored in Document Box, addresses in the Address Book, user property, account information, and settings.

NOTE: This item will not be displayed if the optional Data Security Kit is installed. Refer to the *Data Security Kit (E) Operation Guide on the bundled CD-ROM* about the functions added when the Data Security Kit is installed and related procedures.

Using Network Print Monitor allows you to back up addresses in the Address Book.

1 Press the **System Menu** key.

2 Press [∨], [Adjustment/Maintenance] and then [Execute] of *System Initialization*.

3 If user login administration is disabled, the user authentication screen appears. Enter your login user name and password and then press [Login]. For this, you need to login with administrator privileges. Refer to *Adding a User on page 11-5* for the default login user name and password.

4 When the confirmation screen appears, press [Yes].

Initialization starts.

IMPORTANT: The *Formatting... Do not turn off the main power switch.* message appears during initialization. Wait until initialization ends.

5 Once the initialization ends, the message *Task is completed. Turn the main power switch off and on.* appears. Turn the main power switch off.

Restarting the System

Restart the CPU without turning the main power switch off. Use this to deal with any unstable operation by the machine. (Same as the computer restart.)

Use the procedure below to restart the system.

1 Press the **System Menu** key.

2 Press [System] and [Execute] of *Restart*.

NOTE: If user login administration is disabled, the user authentication screen appears. Enter a login user name and password, and press [Login]. For this, you need to login with administrator privileges. Refer to *Adding a User on page 11-5* for the default login user name and password.

3 When the confirmation screen appears, press [Yes]. The system is restarted.

Network Setup

The following network settings are available.

- Checking Host Name …8-64
- TCP/IP (IPv4) Setup …8-64
- TCP/IP (IPv6) Setup …8-64
- Protocol Detail …8-66
- NetWare Setup …8-67
- AppleTalk Setup …8-68
- WSD Scan Setup …8-68
- WSD Print Setup …8-68
- Secure Protocol …8-69
- IPSec Setting …8-71
- LAN Interface Setup …8-71

Checking Host Name

Check the host name of the machine. Use the procedure below.

1 Press the **System Menu** key.

2 Press [System], [Next] of *Network*. Check the host name displayed under *Host Name*.

TCP/IP (IPv4) Setup

Set up TCP/IP to connect to the Windows network.

Refer to *TCP/IP (IPv4) Setup (by Entering IP Addresses) on page 2-14* about the procedures.

TCP/IP (IPv6) Setup

Set up TCP/IP (IPv6) to connect to the network. The default settings are "TCP/IP Protocol: *On*, TCP/IP (IPv6): *Off*. Use the procedure below.

1 Press the **System Menu** key.

2 Press [System], [Next] of *Network* and then [Next] of *TCP/IP Setting*.

3 Press [Change] of *TCP/IP*.

4 Press [On] and then press [OK].

5 Press [Next] of *IPv6*.

6 Press [Change] of *IPv6*.

7 Press [On]. *IP Address (Link Local)* appears.

8 Press [OK].

9 After changing the setting, restart the system or turn the machine OFF and then ON again.

For detailed information on restarting the system, refer to *Restarting the System on page 8-63*.

Manual Setting (IPv6)

Manually specify the IP address, prefix length, and gateway address of TCP/IP (IPv6). The manual setting is available when selecting [On] for TCP/IP (IPv6). Use the procedure below.

1 Press the **System Menu** key.

2 Press [System], [Next] of *Network* and then [Next] of *TCP/IP Setting*.

3 Press [Next] of *IPv6*.

4 Press [Next] of *Manual Setting.*

5 Press [IP Address (Manual)] to enter IP address. The format of the IPv6 address is a sequence of numbers (128 bit in total) separated by colons, e.g. 2001:db8:3c4d:15::1a2c:1a1f.

6 Press [OK].

Press [# Keys] of Prefix Length (0 - 128) to enter the prefix length using the numeric keys.

7 Press [Default Gateway] to enter the default gateway.

8 Check that all the entries are correct and Press [OK].

9 After changing the setting, restart the system or turn the machine OFF and then ON again.

For detailed information on restarting the system, refer to *Restarting the System on page 8-63*.

RA (Stateless) Settings

Select whether or not to use RA (Stateless). The RA (Stateless) settings are available when selecting [On] for *TCP/IP (IPv6)*. The default setting is *On*. Use the procedure below.

1 Press the **System Menu** key.

2 Press [System], [Next] of *Network* and then [Next] of *TCP/IP Setting*.

3 Press [Next] of *IPv6*.

4 Press [Change] of *RA(Stateless)*.

5 Press [On] or [Off] of *RA (Stateless)*. When selecting [On], *IP Address 1* to *5 (Stateless)* appears.

6 Press [OK].

7 After changing the setting, restart the system or turn the machine OFF and then ON again.

For detailed information on restarting the system, refer to *Restarting the System on page 8-63*.

DHCP (IPv6) Settings

Select whether or not to use the DHCP (IPv6) server. The DHCP (IPv6) Settings are available when selecting [On] for TCP/IP (IPv6). The default setting is *On*. Use the procedure below.

1 Press the **System Menu** key.

2 Press [System], [Next] of *Network* and then [Next] of *TCP/IP Setting*.

3 Press [Next] of *IPv6*.

4 Press [Change] of *DHCP*.

5 Press [On] or [Off] of *DHCP*. When selecting [On], *IP Address (Stateful)* appears.

6 Press [OK].

7 After changing the setting, restart the system or turn the machine OFF and then ON again.

For detailed information on restarting the system, refer to *Restarting the System on page 8-63*.

Protocol Detail

The table below lists the network related function settings. The network related functions are available when *TCP/IP* is *On.*

Item	Description	Default Setting	Restarting the System*
NetBEUI	Selects whether or not to receive documents using NetBEUI.	*On*	**Y**
LPD	Select whether or not to receive documents using LPD as the network protocol.	*On*	**Y**
SMTP (E-mail TX)	Select whether or not to send *e-mail* using SMTP.	*Off*	**N**
POP3 (E-mail RX)	Select whether or not to receive *e-mail* using POP3.	*Off*	**N**
FTP Client (Transmission)	Select whether or not to send documents using FTP. When selecting [On], set the FTP Port Number. Use the FTP default port 21.	*On* Port:21	**Y**
FTP Server (Reception)	Select whether or not to receive documents using FTP.	*On*	**Y**
SMB Client (Transmission)	Select whether or not to send documents using SMB. When selecting [On], set the SMB default Port Number. Use the SMB default port 139. For Windows Vista, use 445.	*On* Port:139	**N**
i-FAX	Select whether or not to use i-FAX.	*On*	**N**
LDAP	Select whether or not to use LDAP.	*Off*	**N**
SNMP	Select whether or not to communicate using SNMP.	*On*	**Y**
SNMPv3	Select whether or not to communicate using SNMPv3.	*Off*	**Y**
HTTP	Select whether or not to communicate using HTTP.	*On*	**Y**

Item	Description	Default Setting	Restarting the System*
HTTPS	Select whether or not to communicate using HTTPS. SSL must be set to *[On]* in *SSL Setup on page 8-69*.	*On*	**Y**
IPP	Select whether or not to communicate using IPP. When selecting [On], set the IPP default Port Number. Use the IPP default port 631.	*Off* Port:631	**Y**
IPP over SSL	Select whether or not to use IPP over SSL. SSL must be set to *[On]* in *SSL Setup on page 8-69*.	*Off*	**Y**
Raw Port	Select whether or not to receive documents using Raw Port.	*On*	**Y**

* **Y**: The machine must be restarted after the setting is changed.
N: The machine does not need to be restarted after the setting is changed.

Use the procedure below.

The following procedure is an example for specifying the SMTP (E-mail TX) settings.

1. Press the **System Menu** key.
2. Press [System] and then [Next] of *Network* to display the network settings screen.
3. Display the item you want to set and press [Change] for that item.

   In this example, press [Change] of *SMTP (E-mail TX)*.
4. Press [On] or [Off].
5. Press [OK].
6. After changing the setting, restart the system or turn the machine OFF and then ON again.

   For detailed information on restarting the system, refer to *Restarting the System on page 8-63*.

NetWare Setup

Select the NetWare network connection. After that, select frame types for NetWare network from Auto, Ethernet-II, 802.3, 802.2, or SNAP. The default settings are "*On*, Frame Type: *Auto*".

Use the procedure below.

1. Press the **System Menu** key.
2. Press [System], [Next] of *Network* and then [Change] of *NetWare*.
3. Press [On].
4. Press the key for the frame type you want to use.

5 Press [OK].

6 After changing the setting, restart the system or turn the machine OFF and then ON again.

For detailed information on restarting the system, refer to *Restarting the System on page 8-63*.

AppleTalk Setup

Select the Apple Talk network connection.

Refer to *AppleTalk Setup on page 2-16* about the procedures.

WSD Scan Setup

Select whether or not to use WSD Scan. The default setting is *On*. Use the procedure below.

1 Press the **System Menu** key.

2 Press [System], [Next] of *Network* and then [Change] of *WSD Scan*.

3 Press [On] or [Off].

4 Press [OK].

5 After changing the setting, restart the system or turn the machine OFF and then ON again.

For detailed information on restarting the system, refer to *Restarting the System on page 8-63*.

WSD Print Setup

Select whether or not to use WSD Print. The default setting is *On*. Use the procedure below.

1 Press the **System Menu** key.

2 Press [System], [Next] of *Network* and then [Change] of *WSD Print*.

3 Press [On] or [Off].

4 Press [OK].

5 After changing the setting, restart the system or turn the machine OFF and then ON again.

For detailed information on restarting the system, refer to *Restarting the System on page 8-63*.

Secure Protocol

Encrypt the communication between your PC and the machine using the SSL encryption. After changing the setting, restart the system or turn the machine OFF and then ON again. For detailed information on restarting the system, refer to *Restarting the System on page 8-63*.

The following Secure Protocol settings are available.

- SSL Setup …8-69
- IPP Security Setup …8-69
- HTTP Security Setup …8-69
- LDAP Security Setup …8-70

SSL Setup

Select whether or not to use SSL. The default setting is *On*. Use the procedure below.

1. Press the **System Menu** key.
2. Press [System], [Next] of *Network*, [Next] of *Secure Protocol*, and then [Next] of *SSL*.
3. Press [On] or [Off].
4. Press [OK].
5. After changing the setting, restart the system or turn the machine OFF and then ON again.

   For detailed information on restarting the system, refer to *Restarting the System on page 8-63*.

IPP Security Setup

Select the IPP security level. This setup is available when *SSL* is *On*. The default setting is *IPP over SSL Only*.

NOTE: IPP must be set to [On] in *Protocol Detail on page 8-66*.

Use the procedure below.

1. Press the **System Menu** key.
2. Press [System], [Next] of *Network*, [Next] of *Secure Protocol*, and then [Change] of *IPP Security*.
3. Press [IPP over SSL Only] or [IPP or IPP over SSL].
4. Press [OK].
5. After changing the setting, restart the system or turn the machine OFF and then ON again.

   For detailed information on restarting the system, refer to *Restarting the System on page 8-63*.

HTTP Security Setup

Select the HTTP security level. This setup is available when *SSL* is *On*. The default setting is *HTTPS Only*.

NOTE: HTTP must be set to [On] in *Protocol Detail on page 8-66*.

Use the procedure below.

1. Press the **System Menu** key.
2. Press [System], [Next] of *Network*, [Next] of *Secure Protocol*, and then [Change] of *HTTPS Security*.
3. Press [HTTP or HTTPS] or [HTTPS Only].
4. Press [OK].
5. After changing the setting, restart the system or turn the machine OFF and then ON again.

   For detailed information on restarting the system, refer to *Restarting the System on page 8-63*.

LDAP Security Setup

Select the type of encryption according to the type of security employed by the LDAP server. This setup is available when *SSL* is *On*. The default setting is *Off.*

NOTE: LDAP must be set to [On] in *Protocol Detail on page 8-66*.

The table below shows the available settings.

Item	Description
Off	Do not use security employed by the LDAP server.
LDAP over SSL	Use implicit mode for data communication. The server provides services using the LDAP over SSL port (636). Encryption is applied to any data communication using this port.
LDAPv3/TLS	Use explicit mode for data communication. Select this if the server supports the start TLS command. This uses the same port (389) as LDAP.

Use the procedure below.

1. Press the **System Menu** key.
2. Press [System], [Next] of *Network*, [Next] of *Secure Protocol*, and then [Change] of *LDAP Security*.
3. Press [Off], [LDAP over SSL] or [LDAPv3/TLS].
4. Press [OK].
5. After changing the setting, restart the system or turn the machine OFF and then ON again.

   For detailed information on restarting the system, refer to *Restarting the System on page 8-63*.

IPSec Setting

Sets up IPSec. The default setting is *Off*. Use the procedure below.

1 Press the **System Menu** key.

2 Press [System], [Next] of *Network*, and then [Change] of *IPSec*.

NOTE: If user login administration is disabled, the user authentication screen appears. Enter your login user name and password and then press [Login]. For this, you need to login with administrator privileges. Refer to *Adding a User on page 11-5* for the default login user name and password.

3 Press [On].

4 Press [OK].

5 After changing the setting, restart the system or turn the machine OFF and then ON again.

For detailed information on restarting the system, refer to *Restarting the System on page 8-63*.

LAN Interface Setup

Specify the settings for the LAN interface to be used. The default setting is *Auto*. Use the procedure below.

1 Press the **System Menu** key.

2 Press [System], [Next] of *Network* and then [Change] of *LAN Interface*.

3 Select [Auto], [10BASE-T Half], [10BASE-T Full], [100BASE-TX Half] or [100BASE-TX Full] as the LAN interface.

4 Press [OK].

5 After changing the setting, restart the system or turn the machine OFF and then ON again.

For detailed information on restarting the system, refer to *Restarting the System on page 8-63*.

Interface Block Setting

This allows you to protect this machine by blocking the interface with external devices such as USB hosts or optional interfaces.

The following interface block settings are available:

- USB Host (USB memory slot setting)
- USB Device (USB interface setting)
- Optional interface (Optional interface card setting)

USB Host (USB memory slot setting)

This locks and protects the USB memory slot (A1) or USB port (A2) (USB host). The default setting is *Unblock*.

Use the procedure below to specify the USB Host setting.

1 Press the **System Menu** key.

2 Press [System], [Next] of *Interface Block Setting* and then [Change] of *USB Host*.

NOTE: If user login administration is disabled, the user authentication screen appears. Enter your login user name and password and then press [Login]. For this, you need to login with administrator privileges. Refer to *Adding a User on page 11-5* for the default login user name and password.

3 Press [Block].

4 Press [OK].

USB Device (USB interface setting)

This locks and protects the USB interface connector (B1) (USB Device). The default setting is *Unblock*.

Use the procedure below to specify the USB Device setting.

1 Press the **System Menu** key.

2 Press [System], [Next] of *Interface Block Setting* and then [Change] of *USB Device*.

3 Press [Block].

4 Press [OK].

Optional interface (Optional interface card setting)

This locks and protects the optional interface slots (OPT1 or OPT2). The default setting is *Unblock*.

Use the procedure below to specify the optional interface setting.

1 Press the **System Menu** key.

2 Press [System], [Next] of *Interface Block Setting* and then [Change] of *Optional Interface 1 or Optional Interface 2*.

3 Press [Block].

4 Press [OK].

Security Level (Security Level setting)

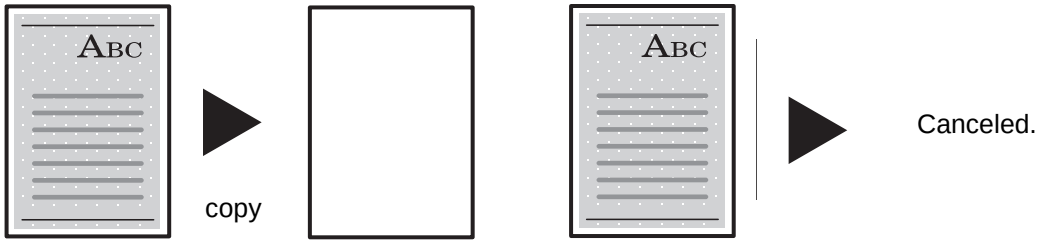
The Security Level setting is primarily a menu option used by service personnel for maintenance work. There is no need for customers to use this menu.

Document Guard Setting

When the optional Printed Document Guard Kit is installed, the machine prevents the unauthorized copying and/or transmission of documents that contain important confidential or personal information.

Use the Security Watermark of Advanced in KX DRIVER to embed the guard pattern in a document. (Refer to the *Printer Driver User Guide* for details.)

We suggest you to confirm how the machine performs this function on your environment.



Print the guard pattern using KX DRIVER.

Machine Operation after Detecting the Document Guard Pattern

Item	Description
Common operation	Displays the message that indicates the machine detected the document guard pattern and stops scanning the remaining documents.
Copy functions	Prints the documents in blank from the position that the machine detected the document guard pattern.
Document Box functions	Does not store the documents in the hard disk
Send functions	Cancels the job.*
FAX functions	Does not send the documents.

* Sends the documents that are scanned before the document guard pattern is detected if you have selected File Separation. If not, every documents will not to be sent.

Limitations:

- Scanning speed will be limited to the speed of scanning 600 dpi image. (Printing speed will not be limited.)
- FAX transmission will be limited to the memory transmission.

Note:

- The Printed Document Guard Kit should not fully prevents a leak of information. We do not guarantee any loss incurred while using this feature or when malfunction occurred with this feature.
- The guard pattern printed on the colored paper or paper that is decorated with special design may not be detected.
- We do not guarantee the integrity of the detection. If the malfunction occurs, contact your service representative.

Use the procedure below to specify the Document Guard setting.

1. Press the **System Menu** key.
2. Press [System] and then [Next] of *Optional Function*.

NOTE: If user login administration is disabled, the user authentication screen appears. Enter your login user name and password and then press [Login]. For this, you need to login with administrator privileges. Refer to *Adding a User on page 11-5* for the default login user name and password.

3. Select [Document Guard] from the list and then [Activate].
4. Enter the license key and press [Official]. To use the function as a trial, press [Trial] without entering the license key.

NOTE: For details on how to enter the license key, consult your dealer or service representative.

Optional Functions

You can use the optional applications installed on this machine.

Overview of the Applications

The applications listed below are installed on this machine.

You can use these applications for a limited period on a trial basis.

- **Printed Document Guard Kit**

This prevents the unauthorized copying and/or transmission of documents that contain important confidential or personal information. When a document is printed from a computer, this feature imprints a special pattern on the document. When anyone attempts to copy or send that document on this machine, the machine detects the pattern and protects the information by printing the document in blank, prohibiting transmission.

NOTE: Restrictions such as the number of times the application can be used during the trial period differ depending on the application.

Starting Application Use

Use the procedure below to start using an application.

1 Press the **System Menu** key.

2 Press [System] and then [Next] of *Optional Function*.

NOTE: If user login administration is disabled, the user authentication screen appears. Enter your login user name and password and then press [Login]. For this, you need to login with administrator privileges. Refer to *Adding a User on page 11-5* for the default login user name and password.

3 Select the desired application and press [Activate].

You can view detailed information on the selected application by pressing [Detail].

4 In the license key entry screen, press [Official].

Some applications do not require you to enter a license key. If the license key entry screen does not appear, go to Step 5.

To use the application as a trial, press [Trial] without entering the license key.

5 When the confirmation screen appears, press [Yes].

IMPORTANT: If you change the date/time while using an application, you will no longer be able to use the application.

Checking Application Details

Use the procedure below to check the details of an application.

1 Press the **System Menu** key.

2 Press [System] and then [Next] of *Optional Function*.

NOTE: If user login administration is disabled, the user authentication screen appears. Enter your login user name and password and then press [Login]. For this, you need to login with administrator privileges. Refer to *Adding a User on page 11-5* for the default login user name and password.

3 Select the application you want to check the details of and press [Detail].

You can now view detailed information on the selected application.

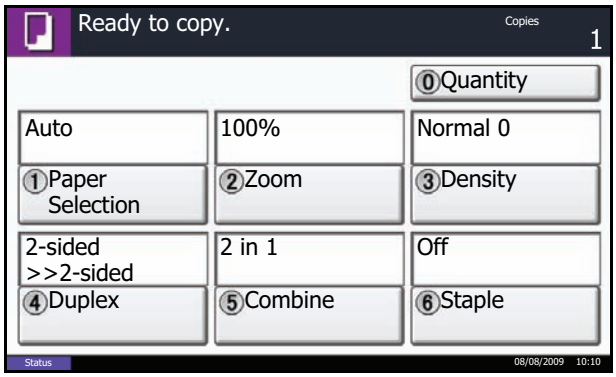
Accessibility Display (Enlarged Touch Panel Display)

Touch panel characters and key displays can be enlarged. Use the numeric keys to select items and proceed to the next screen.

NOTE: Accessibility can be used only with Copying and Sending registered on the Quick Setup screen.

To set functions other than those displayed in the accessibility screens, you must return to the original display. Press the **Accessibility Display** key again.

Press the **Accessibility Display** key when in the Copy or Send (i.e. the **Copy** or **Send** key indicator is On).



Enlarged keys or characters appear on the touch panel.

Operation can also be made by pressing any numeric key corresponding to the number displayed. (e.g. Press the **2** key to adjust zoom.)

Follow the instructions on the screen for subsequent operations.

9 Maintenance

This chapter describes cleaning and toner replacement.

- Cleaning.....9-2
- Toner Container and Waste Toner Box Replacement.....9-7

Cleaning

Clean the machine regularly to ensure optimum output quality.

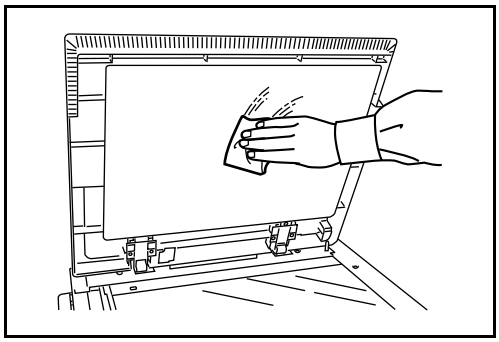
CAUTION: For safety, always unplug the power cord before cleaning the machine.

Original Cover / Glass Platen

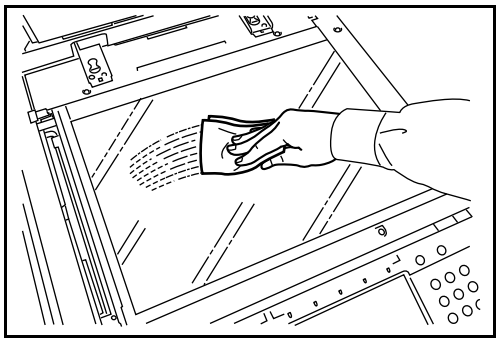
Wipe the backside of the original cover, the inside of the document processor and the glass platen with a soft cloth dampened with alcohol or mild detergent.

IMPORTANT: Do not use thinner or other organic solvents.

Original Cover



Glass Platen



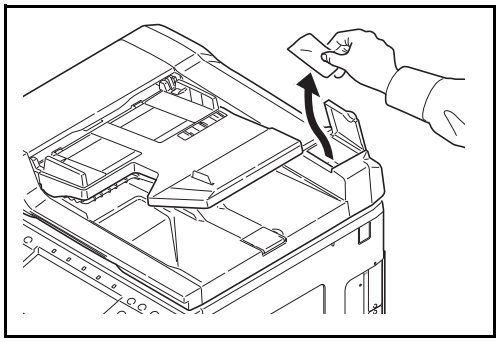
Slit Glass/Dual scanning area

Clean the slit glass.
1.Open the document processor.
2.Clean the surface of the slit glass located on the left side with the supplied dry cloth.
3.Close the document processor and press [End].
Note that dirty glass and sheet may cause black streaks to appear in the output.
02/03
Hold
End
Status
08/08/2009 10:10

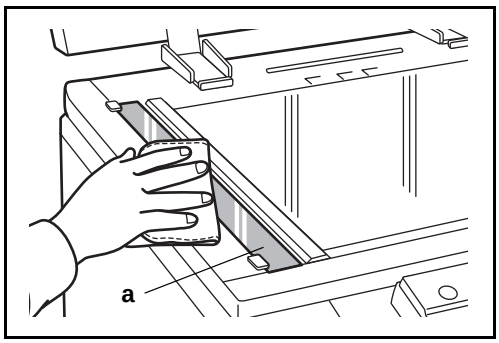
If black streaks or dirt appears in copies when using the optional document processor, clean the slit glass with the supplied cleaning cloth. The message *Clean the slit glass.* may be displayed if the slit glass requires cleaning.

When using the document processor to allow dual scanning, clean the dual scanning unit also.

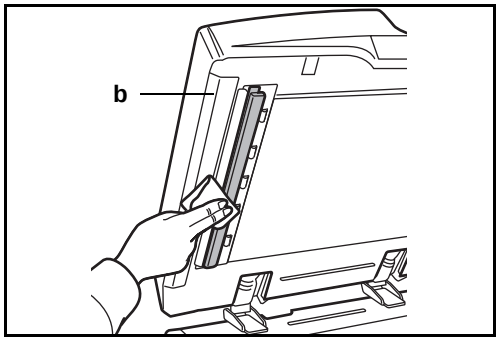
IMPORTANT: Wipe the slit glasses with the dry accessory cloth. Do not use water, soap or solvents for cleaning.



1 Remove the cloth from the cleaning cloth compartment.



2 Open the document processor and wipe the slit glass (a).



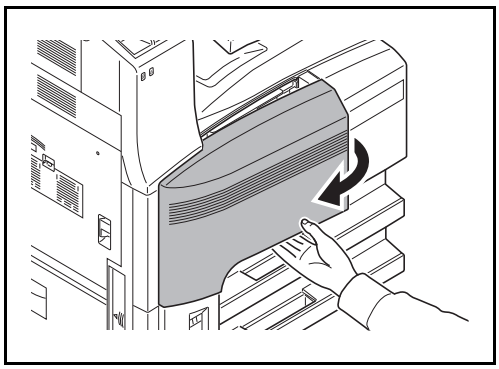
3 Wipe the white guide (b) on the document processor.

4 Close the document processor top cover and return the cleaning cloth to the cleaning cloth compartment.

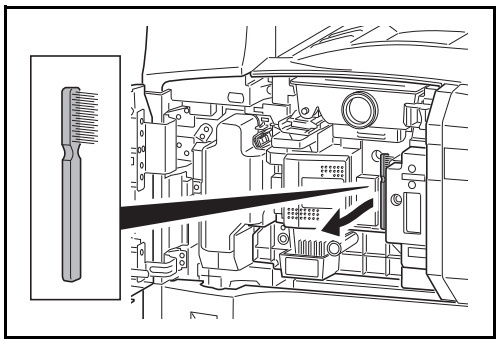
5 Press [End].

Separator

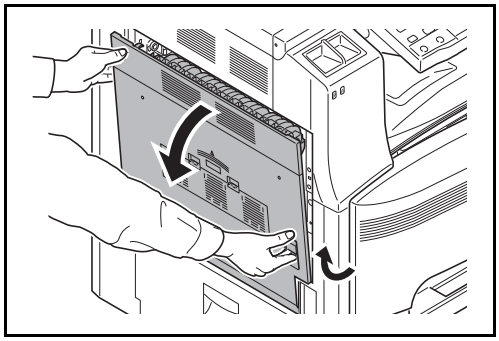
Clean the separator regularly (at least monthly) to ensure optimum output quality.



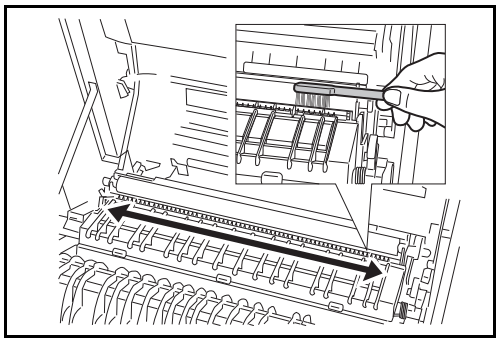
1 Open the front cover.



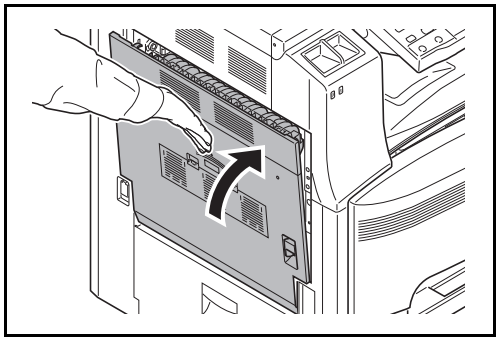
2 Remove cleaning brush (blue colored).



3 Pull up and open left cover 1.

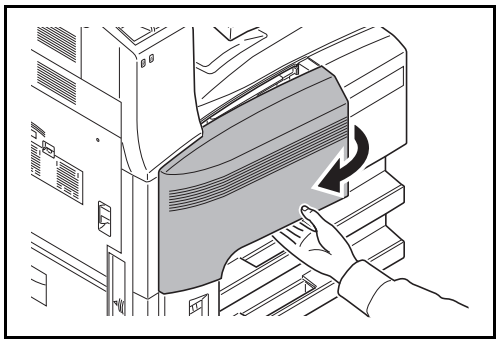


4 As shown in the figure, clean dirt from the separator by moving the brush from side to side along the separator.

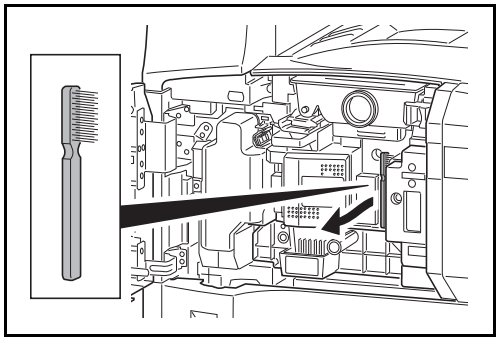


5 Put away the cleaning brush, press the specified position of the front cover and left cover 1 to close.

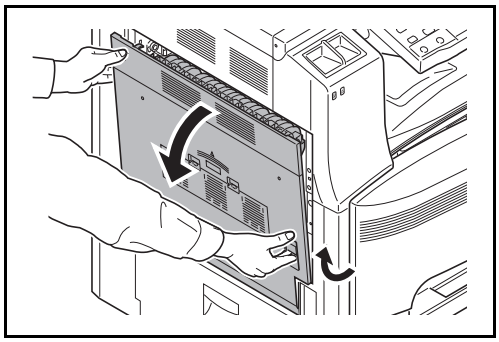
Transfer Roller



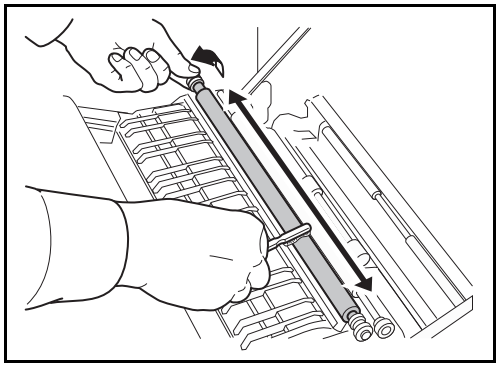
1 Open the front cover.



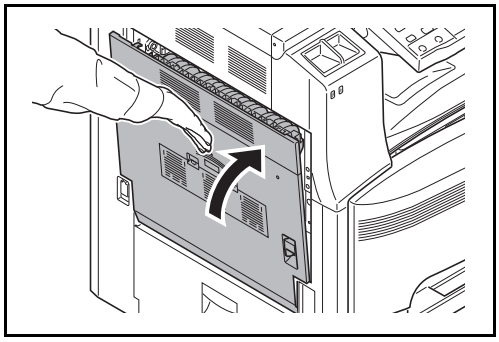
2 Remove the cleaning brush (blue colored).



3 Pull up and open left cover 1.



4 As shown in the figure, clean dirt from the transfer roller by moving the brush from side to side along the roller while rotating the roller by turning the gear at the left end of the roller.



5 Put away the cleaning brush, press the specified position of the front cover and left cover 1 to close.

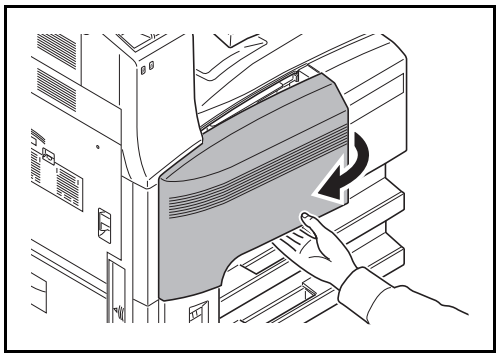
Toner Container and Waste Toner Box Replacement

When the touch panel displays *Add toner*, replace the toner without delay even if several more copies are still possible. When replacing the toner container, replace the waste toner box as well.

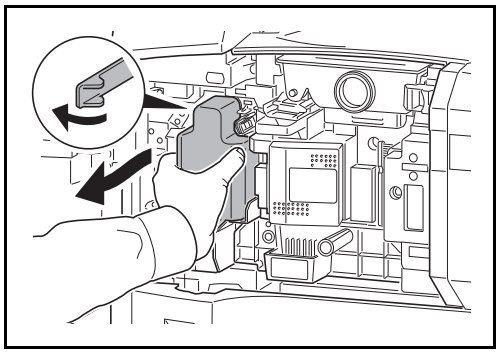
Every time you replace the toner container, be sure to clean the parts as instructed below. Dirty parts may deteriorate output quality.

CAUTION: Do not attempt to incinerate the toner container or the waste toner box. Dangerous sparks may cause burns.

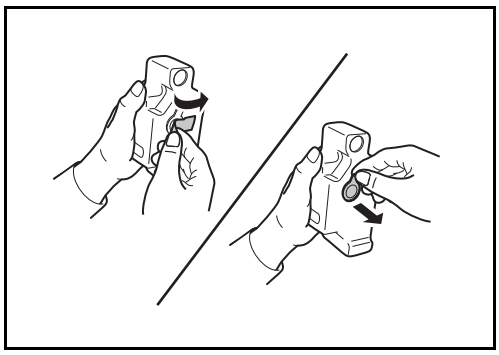
CAUTION: Do not attempt to force open or destroy the toner container or the waste toner box.



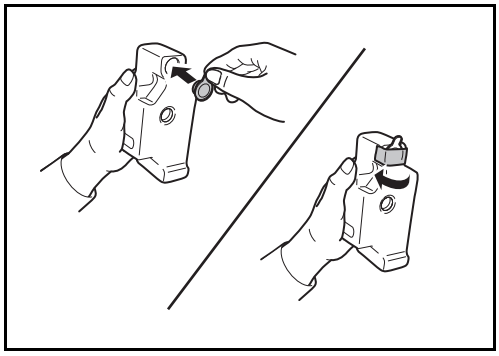
1 Open the front cover.



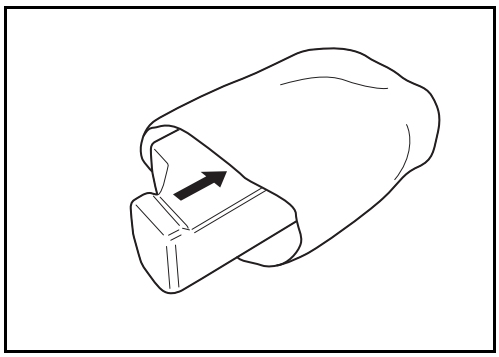
2 Remove the waste toner box.



3 Peel the sticker off the waste toner box and remove the cap.



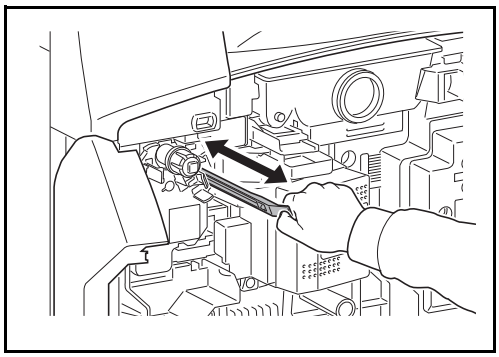
4 Fit the cap into the opening in the waste toner box and attach the sticker over the cap.



5 Place the used waste toner box in the provided plastic disposal bag.

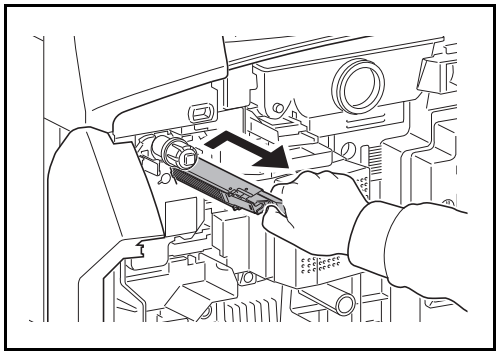
CAUTION: Do not attempt to incinerate the toner container or the waste toner box. Dangerous sparks may cause burns.

CAUTION: Do not attempt to force open or destroy the toner container or the waste toner box.

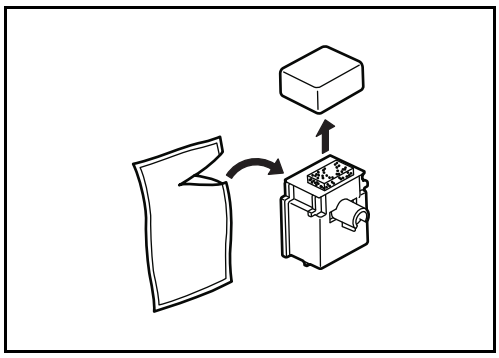


6 Grip the cleaner rod and slowly pull it out as far as it will go. Then push it back in. Repeat this procedure 2 or 3 times.

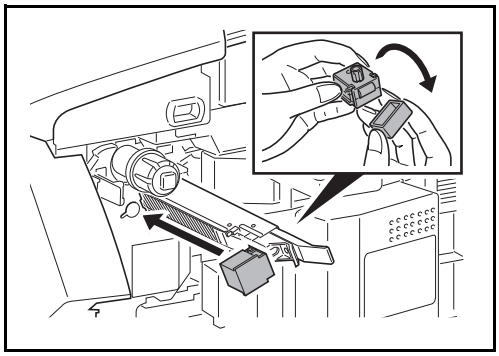
CAUTION: Do not pull strongly on the rod or pull it out completely.



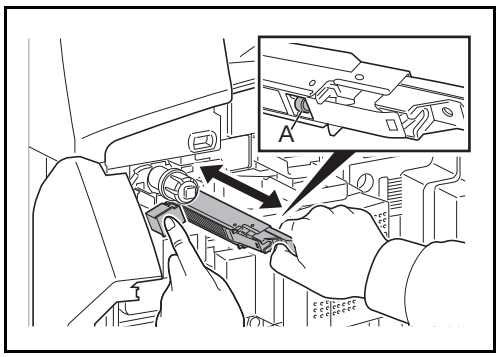
7 Shift the main charger to the right and pull it out about 2" (5 cm).



8 Take the grid cleaner provided out of its bag and remove the cap.

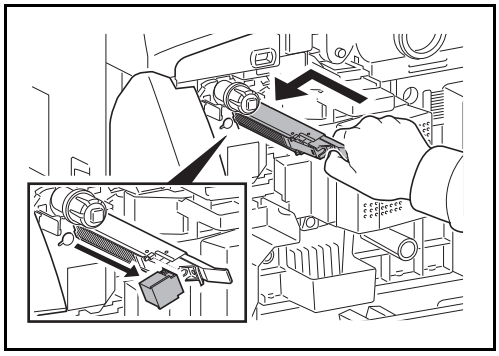


9 Align the grid cleaner with the notch and attach it to the machine.

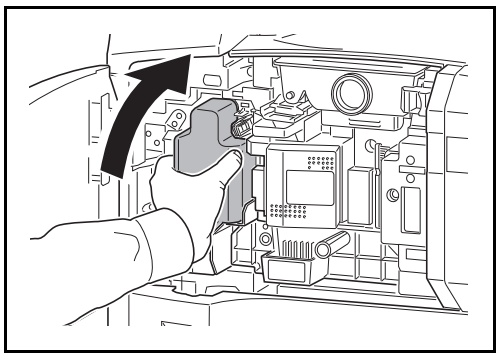


10 While gently holding the grid cleaner in place with your left hand, pull the main charger out fully and then push it back to a position where the roller **A** does not quite reach the white pad on the grid cleaner.
Repeat this procedure 2 or 3 times.

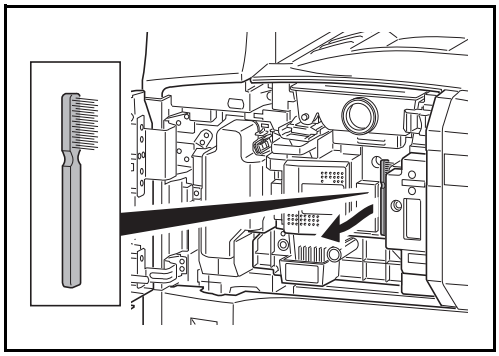
CAUTION: When pushing the main charger back in, take care not to push it all the way in. This could result in damage to copies.



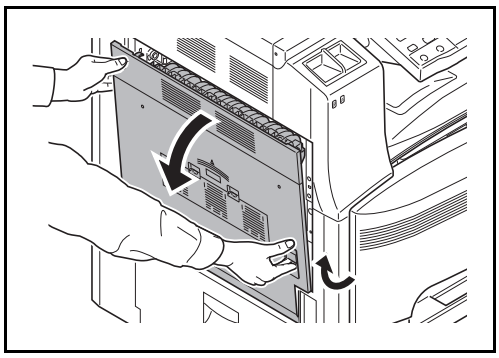
11 With the main charger pulled out about 2" (5 cm), remove the grid cleaner. Then push the main charger back in fully, applying pressure in the direction shown by the arrow so that the main charger is in its designated position.



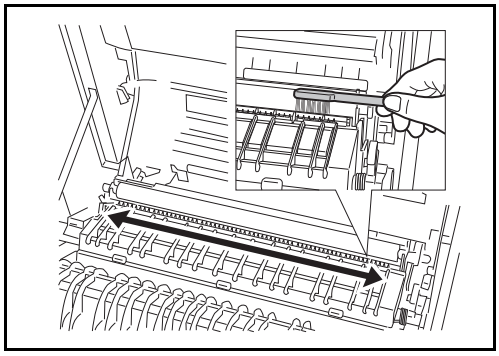
12 Install a new waste toner box.



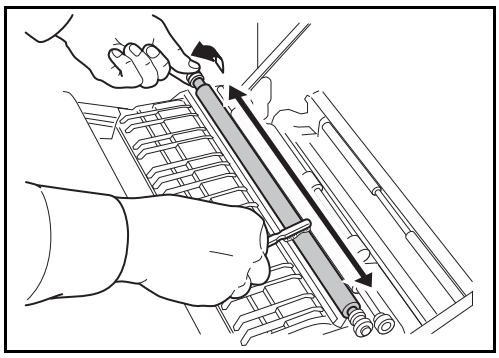
13 Remove the cleaning brush (blue colored).



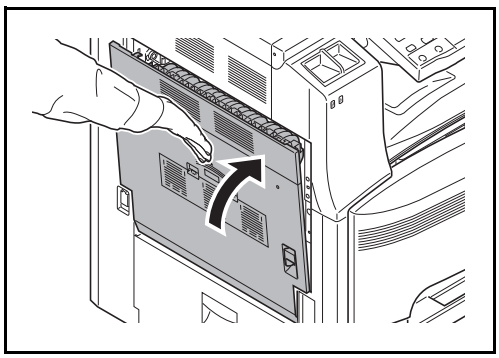
14 Pull up and open left cover 1



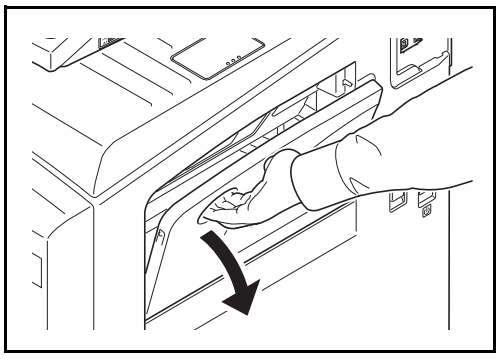
15 As shown in the figure, clean dirt from the separator by moving the brush from side to side along the separator.



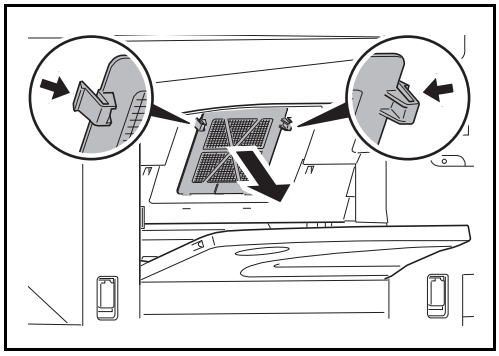
16 As shown in the figure, clean dirt from the transfer roller by moving the brush from side to side along the roller while rotating the roller by turning the gear at the left end of the roller.



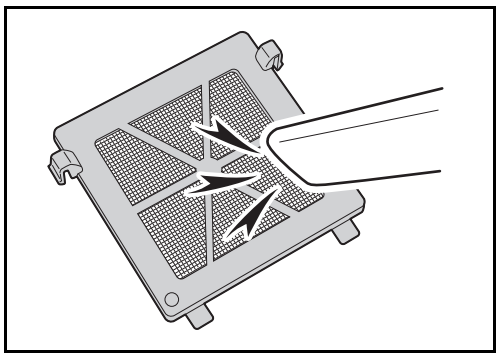
17 Put away the cleaning brush after the cleaning. Close the left cover 1 by pressing specified part.



18 Open the Multi Purpose tray.



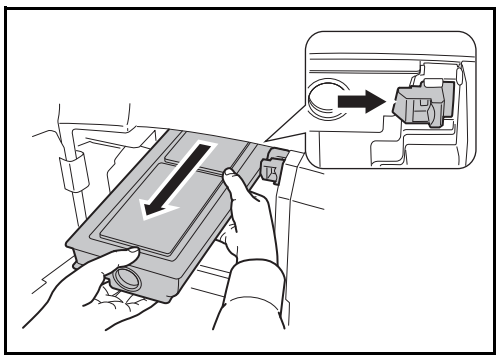
19 Remove the filter.



20 Remove dust from the filter using a vacuum cleaner or dry cloth.

IMPORTANT: Do not wash the filter with water. Do not use the attached cleaning brush.

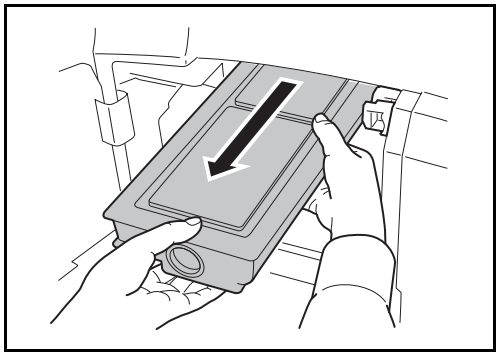
21 Put the filters back in place and close the Multi Purpose Tray.



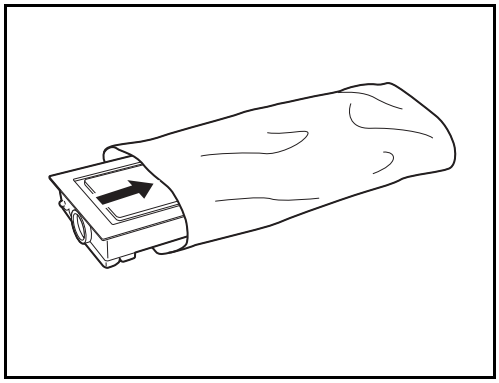
22 Push the toner container stopper to the right and pull out the old toner container.

WARNING: High voltage parts inside. Handle with care because there is a danger of electric shock.

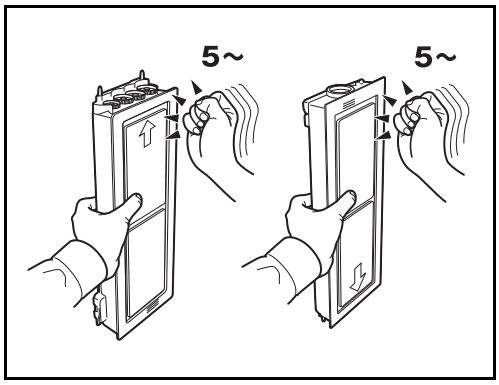
IMPORTANT: Do not pull the toner container all the way out without holding the handle, otherwise it will drop.



23 Hold the toner container in both hands and slowly remove it.

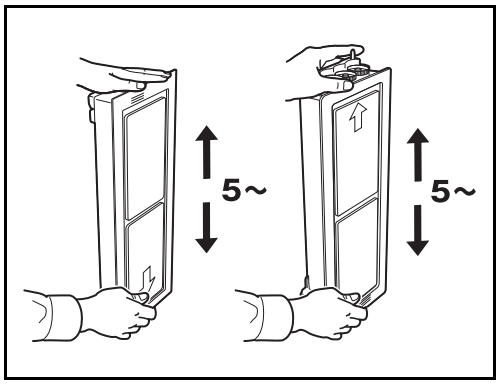


24 Place the used toner container in the provided plastic disposal bag.



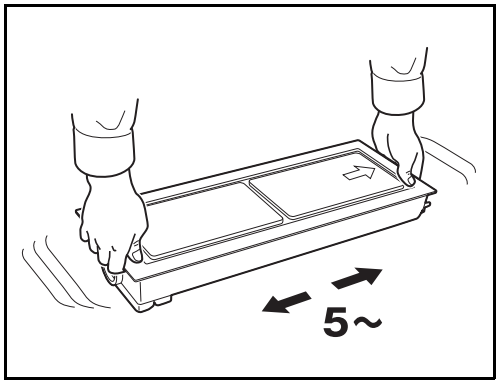
25 Unwrap a new toner container and hold the new toner container upright and tap the top of the container 5 or more times.

Then turn the container the other way up and again tap the top of the container 5 or more times

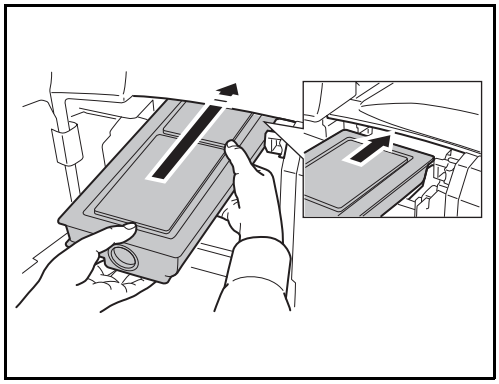


26 Then shake the toner container up and down 5 or more times.

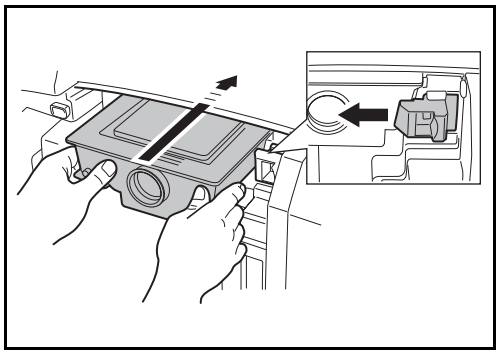
Turn the toner container over and shake it another 5 or more times.



27 Place the used toner container in the provided plastic disposal bag.



28 Hold the new toner container in both hands and gently push it into the machine.



29 Using both hands, push in the toner container until it is locked.

30 Close the front cover.

NOTE: Return the exhausted toner container and waste toner box to your dealer or service representative. The collected toner container and waste toner box will be recycled or disposed in accordance with the relevant regulations.

10 Troubleshooting

This chapter explains how to solve problems with the machine.

- Solving Malfunctions 10-2
- Responding to Error Messages 10-6
- Clearing Paper Jams 10-15

Solving Malfunctions

The table below provides general guidelines for problem solving.

If a problem occurs with your machine, look into the checkpoints and perform procedures indicated on the following pages. If the problem persists, contact your Service Representative.

Symptom	Checkpoints	Corrective Actions	Reference Page
The operation panel does not respond when the main power switch is turned on.	Is the machine plugged in?	Plug the power cord into an AC outlet.	—
Pressing the Start key does not produce copies.	Is there a message on the touch panel?	Determine appropriate response to the message and respond accordingly.	*10-6*
	Is the machine in Sleep mode?	Press the **Power** key to recover the machine from Sleep mode. The machine will be ready to copy within 15 seconds.	*2-10*
Blank sheets are ejected.	Are the originals loaded correctly?	When placing originals on the platen, place them face-down and align them with the original size indicator plates.	*2-32*
		When placing originals in the optional document processor, place them face-up.	*2-34*
Printouts are too light.	Is the machine in Auto Density mode?	Set the correct density level for auto density.	—
	Is the machine in Manual Density mode?	Use [Image Quality] to set the correct density level.	*3-8*
		When changing the default density level, adjust the density manually and choose the desired level.	—
	Is the toner distributed evenly within the toner container?	Shake the toner container from side to side about several times.	*9-7*
	Is there a message indicating the addition of toner?	Replace the toner container.	*9-7*
	Is the paper damp?	Replace the paper with new paper.	*2-21*
	Is the drum dirty?	Carry out Drum Refresh.	*8-42*
	Is EcoPrint mode enabled?	Disable EcoPrint mode.	*8-34*

Symptom	Checkpoints	Corrective Actions	Reference Page
Printouts are too dark.	Is the machine in Auto Density mode?	Set the correct density level for auto density.	—
	Is the machine in Manual Density mode?	Use [Image Quality] to set the correct density level.	*3-8*
		When changing the default density level, adjust the density manually and choose the desired level.	—
Copies have a moire pattern (dots grouped together in patterns and not aligned uniformly).	Is the original a printed photograph?	Set the image quality to [Print Photo].	*3-8*
Printouts are not clear.	Did you choose appropriate image quality for the original?	Select appropriate image quality.	*9-2*
Printouts are dirty.	Is the platen or the document processor dirty?	Clean the platen or the document processor.	*9-2*
	Is the transfer roller dirty?	Brush the transfer roller clean.	*9-5*
	Is the drum dirty?	Carry out Drum Refresh.	*8-42*
	Is the Printed Document Guard Kit enabled?	Disable the Printed Document Guard Kit.	*Appendix-9*
Printouts are fuzzy.	Is the machine being used in very humid conditions?	Carry out Drum Refresh.	*8-42*
Images are skewed.	Are the originals placed correctly?	When placing originals on the platen, align them with the original size indicator plates.	*2-34*
		When placing originals in the optional document processor, align the original width guides securely before placing the originals.	*2-34*
	Is the paper loaded correctly?	Check the position of the paper width guides.	*2-35*
Paper often jams.	Is the paper loaded correctly?	Load the paper correctly.	*2-22*
	Is the paper of the supported type? Is it in good condition?	Remove the paper, turn it over, and reload it.	*2-22*
	Is the paper curled, folded or wrinkled?	Replace the paper with new paper.	*2-22*
	Are there any loose scraps or jammed paper in the machine?	Remove any jammed paper.	*10-15*

Symptom	Checkpoints	Corrective Actions	Reference Page
Printouts from the document processor have black lines.	Is the slit glass dirty?	Clean the slit glass.	*9-3*
Printouts are wrinkled.	Is the paper separator of the paper feed unit dirty?	Clean the paper separator.	*9-4*
	Is the paper damp?	Replace the paper with new paper.	*2-21*
	Is the paper set in a proper orientation?	Change the orientation in which the paper is positioned.	—
Cannot print.	Is the machine plugged in?	Plug the power cord into an AC outlet.	—
	Is the machine powered on?	Turn on the main power switch.	*3-2*
	Is the printer cable connected?	Connect the correct printer cable securely.	*2-3*
	Was the machine powered on before the printer cable was connected?	Power on the machine after connecting the printer cable.	*2-3*
	Is *Press Status Key...* displayed at the top of the screen?	Press the Status/Job Cancel key, [Printing Jobs], and then [Resume All Print Jobs] to restart printing.	—
Documents are printed improperly.	Are the application software settings at the PC set properly?	Check that the printer driver and application software settings are set properly.	—
While the operation panel was being used, the keys locked up and do not respond when pressed.	Is the operation panel locked?	Check the panel lock setting in Embedded Web Server and change the setting if necessary.	*Embedded Web Server Operation Guide*
Cannot print with USB memory.	Was the USB memory formatted with a machine other than this machine?	Format the USB memory with this machine.	*6-20*
	Is the USB host blocked?	Select *Unblock* in the USB host settings.	*8-72*
	Check that the USB memory is securely plugged into the machine.	—	—
When displaying an image sent from the machine on the PC, an image size is shrunk vertically or horizontally.	Have you selected 200×100dpi Normal or 200×400dpi Super Fine for the scan resolution?	Select a scan resolution other than 200×100dpi Normal or 200×400dpi Super Fine when sending an image.	—

Symptom	Checkpoints	Corrective Actions	Reference Page
USB memory not recognized.	Check that the USB memory is securely plugged into the machine.	—	—
	Is the USB host blocked?	Select *Unblock* in the USB host settings.	*8-72*
***Perform Gray Adjustment in the System Menu.* is displayed.**	Over long periods of use, the effects of the ambient temperature and humidity can cause color output hues to vary slightly.	Whenever the printed hues differ from the original document or image, carry out Gray Adjustment.	*8-45*

Responding to Error Messages

If the touch panel displays any of these messages, follow the corresponding procedure.

Alphanumeric

Error Message	Checkpoints	Corrective Actions	Reference Page
Acceptable staple count exceeded.	Is the acceptable staple count exceeded? For details, refer to *Specifications on page Appendix-25*, *Appendix-26*.	Press [Continue] to print without stapling. Press [Cancel] to cancel the job.	—
Add paper in cassette 1.	Is the indicated cassette out of paper?	Load paper.	*2-21*
Add paper in Multi Purpose tray.	Is the paper of the selected size loaded in the multi purpose tray?	Load the paper in the multi purpose tray which is of the size and type indicated on the touch panel.	*2-24*
Add staples.	Has any of the document finisher run out of staples?	If the staples are depleted, the machine will stop and the location of staple depletion will be indicated on the touch panel. Leave the machine on and follow the instruction to replace the staple case. Press [Continue] to print without stapling. Press [Cancel] to cancel the job.	—
Add toner.	–	Replace the toner container.	*9-7*
Box is not found.	–	This job is canceled because the specified box cannot be found. Press [End].	—
Box limit exceeded.	–	Document box is full, and no further storage is available; Job is canceled. Press [End].	—
	–	Repeat Copy box is full, and no further repeat copy is available. Press [Continue] to print scanned pages. Press [Cancel] to cancel the job.	—
Cannot connect to Authentication Server.	–	An error has occurred when connecting to the authentication server. Refer to *Responding to Authentication Server Connection Error* for the error message and corrective actions.	*10-14*

Error Message	Checkpoints	Corrective Actions	Reference Page
Cannot duplex print on this paper.	Did you select a paper size/ media type that cannot be duplex printed?	Select the available paper type. Press [Continue] to print without using Duplex.	*3-11*
Cannot execute this job.	–	This job is canceled because it is restricted by Job Accounting. Press [End].	—
Cannot offset this paper.	Did you select a paper size/ media type that cannot be offset?	Select the available paper size/type. Press [Continue] to print without using Offset.	*3-13*
Cannot print the specified number of copies.	–	Only one copy is available due to processing too many jobs in parallel. Press [Continue] to continue printing. Press [Cancel] to cancel the job.	—
Cannot staple at the specified position.	Have you selected a position that cannot be stapled?	Select a position that can be stapled. Press [Continue] to print without using Staple.	—
Cannot staple this paper.	Did you select a paper size/ type that cannot be stapled?	Select the available paper size/type. Press [Continue] to print without using Staple.	—
Check the cover.	Is there any cover which is open?	Close the cover indicated on the touch panel.	—
Check the document processor.	Is the document processor open?	Close the document processor.	—
	Is the top cover of the document processor open?	Close the top cover of the document processor.	*10-25*
Check the finisher.	Is the document finisher set correctly?	Set the document finisher correctly. For details, refer to *the respective Operation Guides*.	—
Check the toner container.	Is the toner container clogged with the toner?	Shake the toner container well and reinstall it.	—
Clean the slit glass.	–	Clean the slit glass using the cleaning cloth supplied with the document processor.	*9-3*
Confidential document is detected.	–	The machine detects the documents guard pattern. The scanned document is printed in blank and sending of the document is canceled.	*8-73*
Failed to specify Job Accounting.	–	The job is canceled. Press [End].	—
Failed to store job retention data.	–	The job is canceled. Press [End].	—

Error Message	Checkpoints	Corrective Actions	Reference Page
FAX box limit exceeded.	–	FAX box is full, and no further storage is available. The job is canceled. Press [End]. Try to perform the job again after printing or deleting data from the FAX box.	—
Finisher tray is full of paper.	Is the acceptable storage capacity exceeded for the document finisher tray?	Remove paper from the document finisher tray. If printing can be restarted, the touch panel display will prompt you to press [Continue]. Then press [Continue].	—
Hard Disk error. **Job is canceled.** **Press [End].**	–	An error has occurred on the hard disk. The possible error codes and their descriptions are as follows. 01: Initialization error. Initialize the hard disk. 04: Insufficient space on the hard disk to complete this operation. Move or delete data stored on the hard disk to increase available space.	—
Incorrect account ID.	–	The Account ID does not match. Check the registered Account ID.	—
Incorrect box password.	–	Enter the correct password.	—
Incorrect Login User Name or Password.	–	Enter correct login user name or password.	—
Job Accounting restriction exceeded.	Is the acceptable printing count restricted by Job Accounting exceeded?	The printing count exceeded the acceptable count restricted by Job Accounting. Cannot print any more. This job is canceled. Press [End].	—
Job separator is full of paper.	Is the maximum capacity of the job separator exceeded?	Take some paper out of the job separator. Printing then resumes.	—
KPDL error.	–	PostScript error has occurred. The job is canceled. Press [End].	—
Machine failure.	–	Internal error has occurred. Make a note of the error code displayed on the touch panel. Turn off the machine, unplug the power cord, and contact your Service Representative.	—
Maximum number of scanned pages.	Is the acceptable scanning count exceeded?	Only one copy of the scanned pages is available. Press [Continue] to print, send or store the scanned pages. Press [Cancel] to cancel printing, sending or storing.	—

Error Message	Checkpoints	Corrective Actions	Reference Page
Memory is full.	–	Unable to continue the job as the memory is used up. Press [Continue] to print the scanned pages. The print job cannot be processed completely. Press [Cancel] to cancel the job.	—
	–	The process cannot be performed due to insufficient memory. If only [End] is available, press [End]. The job will be canceled.	—
Paper jam.	–	If a paper jam occurs, the machine will stop and the location of the jam will be indicated on the touch panel. Leave the machine on and follow the instruction to remove the jammed paper.	*10-15*
Print overrun.	–	Warning. Low printer memory. The job was paused. Press [Continue] to re-start the job.	—
Removable memory error.	–	This job is canceled. Press [End].	—
Removable memory is full.	–	This job is canceled. Press [End].	—
Replace all originals and press [Continue].	–	Remove originals from the document processor, put them back in their original order, and place them again. Press [Continue] to resume printing. Press [Cancel] to cancel the job.	*2-34*
Replace the waste toner box.	–	The waste toner box is full. Replace the waste toner box.	*9-7*
Remove all originals in the document processor.	Are there any originals left in the document processor?	Remove originals from the document processor.	—
Scanner memory is full.	–	Scanning cannot be performed due to insufficient memory of scanner. Only one copy of the scanned pages is available. Press [Continue] to print, send or store the scanned pages. Press [Cancel] to cancel the printing job.	—

Error Message	Checkpoints	Corrective Actions	Reference Page
Send error.	–	An error has occurred during transmission.Refer to *Responding to Send Error* for the error code and corrective actions.	*10-11*
Set the waste toner box.	–	The waste toner box is not installed correctly. Set it correctly.	*9-7*
Staple jam.	–	If a staple jam occurs, the machine will stop and the location of the jam will be indicated on the touch panel. Leave the machine on and follow the instruction to remove the jammed staple.	—
System error.	–	System error has occurred. Confirm that the Attention indicator is lighting, and then turn the main power switch off and on.	—
The phone receiver is off the hook.	–	Put down the receiver.	—
The removable memory is not formatted.	Is the removable memory formatted by this machine?	Use the removable memory formatted by this machine.	—
Top tray of the machine is full of paper.	–	Remove paper from the top tray and press [Continue].	—
Unknown Toner Installed. PC	Is the unauthorized product installed?	Install our genuine product that is specified for this machine.	—
Warning low memory.	–	Job cannot be started. Try again later.	—

Responding to Send Error

When an error occurs during transmission, *Send Error* appears. Check the error code and error message below, and follow the corresponding corrective actions.

Error Code	Error Message	Corrective Actions	Reference Page
1101	Failed to send the e-mail. Failed to send i-FAX.	Check the host name of the SMTP server on the Embedded Web Server.	*2-19*
	Failed to send via FTP.	Check the host name of FTP.	
	Failed to send via SMB.	Check the host name of SMB.	
1102	Failed to send via SMB.	Check the SMB settings. - Login user name and login password * If the sender is a domain user, specify the domain name. - Host name - Path	*3-23*
	Failed to send the e-mail. Failed to send i-FAX.	Check the followings on the Embedded Web Server. - SMTP login user name and login password - POP3 login user name and login password	
	Failed to send via FTP.	Check the FTP settings. - Login user name and login password * If the sender is a domain user, specify the domain name. - Path - Folder share permissions of the recipient	
1103	Failed to send via SMB.	Check the SMB settings. - Login user name and login password * If the sender is a domain user, specify the domain name. - Path - Folder share permissions of the recipient	*3-23*
	Failed to send via FTP.	Check the FTP settings. - Path - Folder share permissions of the recipient	*3-23*

Error Code	Error Message	Corrective Actions	Reference Page
1104	Failed to send the e-mail.	Check the e-mail address. * If the address is rejected by the domain, you cannot send the e-mail.	*3-22*
	Failed to send i-FAX.	Check the i-FAX address. *If the address is rejected by the domain, you cannot send i-FAX.	*FAX System (S) Operation Guide* *Chapter 8 "Internet Faxing (i-FAX) (Option)"*
1105	Failed to send via SMB.	Select [On] of the SMB settings on the Embedded Web Server.	*2-19*
	Failed to send the e-mail.	Select [On] of the SMTP settings on the Embedded Web Server.	
	Failed to send via FTP.	Select [On] of the FTP settings on the Embedded Web Server.	
	Failed to send i-FAX.	Select [On] of the i-FAX settings on the Embedded Web Server.	*FAX System (S) Operation Guide* *Chapter 8 "Internet Faxing (i-FAX) (Option)"*
1106	Failed to send the e-mail. Failed to send i-FAX.	Check the sender address of SMTP on the Embedded Web Server.	*2-19*
1131	Failed to send via FTP.	Select [On] of the secure protocol settings on the Embedded Web Server.	*2-19*
1132	Failed to send via FTP.	Check the followings of the FTP server. - Is FTPS available? - Is the encryption available?	*2-19*
2101	Failed to send via SMB. Failed to send via FTP.	Check the network and SMB settings. Check the network and FTP settings. - The network cable is connected. - The hub is not operating properly. - The server is not operating properly. - Host name and IP address - Port number	*2-19*
	Failed to send the e-mail. Failed to send i-FAX.	Check the network and Embedded Web Server. - The network cable is connected. - The hub is not operating properly. - POP3 server name of the POP3 user - SMTP server name	

Error Code	Error Message	Corrective Actions	Reference Page
2102 **2103**	Failed to send via FTP.	Check the followings of the FTP server. - Is FTP available? - The server is not operating properly.	–
	Failed to send the e-mail. Failed to send i-FAX.	Check the network. - The network cable is connected. - The hub is not operating properly. - The server is not operating properly.	
2201	Failed to send the e-mail. Failed to send via FTP. Failed to send via SMB. Failed to send i-FAX.	Check the network. - The network cable is connected. - The hub is not operating properly. - The server is not operating properly.	–
2202	Failed to send the e-mail. Failed to send via FTP. Failed to send i-FAX.		
2203	Failed to send via FTP. Failed to send via SMB.		
2231	Failed to send via FTP.		
2204	Failed to send the e-mail. Failed to send i-FAX.	Check the e-mail size limit of the SMTP settings on the Embedded Web Server.	*2-19*
3101	Failed to send the e-mail. Failed to send i-FAX.	Check the authentication methods of both the sender and the recipient.	–
	Failed to send via FTP.	Check the network. - The network cable is connected. - The hub is not operating properly. - The server is not operating properly.	
3201	Failed to send the e-mail. Failed to send i-FAX.	Check the SMTP user authentication method of the recipient.	–
5101 **5102** **5103** **5104** **7102** **720f**	–	Turn the main power switch off and back on. If this error occurs several times, make a note of the displayed error code and contact your service representative.	–
9181	–	The scanned original exceeds the acceptable number of pages of 999. Send the excess pages separately.	–

Responding to Authentication Server Connection Error

If an error occurs when connecting to the authentication server, check the error message and follow the corresponding corrective action appears on the operation panel.

Symptom	Corrective Actions	Reference Page
Cannot connect to authentication server.	Set machine time to match the server's time.	*2-12*
Cannot connect to authentication server.	Check the domain name.	*11-2*
	Check the host name.	*11-2*
	Check the connection status with the server.	—

Responding to an Attention Indicator Flashes

If an attention indicator flashes, press [Status/Job Cancel] to check an error message. If the message is not indicated on the touch panel when [Status/Job Cancel] is pressed or the attention indicator flashes for 1.5 seconds, check the following.

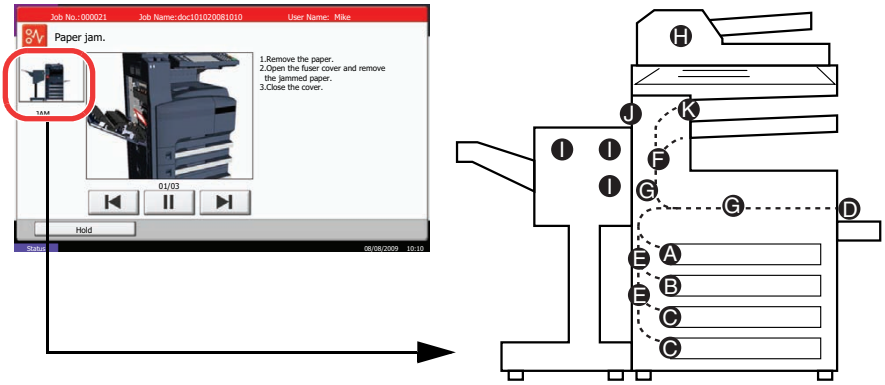
Symptom	Checkpoints	Corrective Actions	Reference Page
Cannot send fax.	Is the modular cord connected correctly?	Connect the modular cord correctly.	—
	Is Permitted FAX No. or Permitted ID No. registered correctly?	Check Permitted FAX No. and Permitted ID No..	*FAX System (S) Operation Guide* Chapter 6 "Registering Permit FAX No." and "Registering Permit ID No."
	Has a communication error occurred?	Check error codes in the TX/RX Result Report and Activity Report. If the error code starts with "U" or "E", perform the corresponding procedure.	*FAX System (S) Operation Guide* Appendix "Error Code List"
	Is the destination FAX line busy?	Send again.	—
	Does the destination FAX machine respond?	Send again.	—
	Is there an error other than above?	Contact your Service Representative.	—

Clearing Paper Jams

If a paper jam occurs, the touch panel will display *Paper Jam.* and the machine will stop. Refer to these procedures to remove the jammed paper.

Jam Location Indicators

If a paper jam occurs, the location of the jam will be displayed as the following figure with a letter corresponding to the affected component in the machine. Clearing instructions will also be displayed.



Paper Jam Location Indicator	Paper Jam Location	Reference Page
A	Cassette 1	*10-16*
B	Cassette 2	*10-17*
C	Cassette 3 or 4 (Option)	*10-18*
D	Multi Purpose Tray	*10-19*
E	Inside the left cover 1, 2 or 3	*10-20*
F	Duplex Unit	*10-21*
G	Paper Feed Unit	*10-23*
H	Document processor (Option)	*10-25*
I	Document finisher (Option)	*10-25*
J	Built-in finisher (Option))	*10-27*
K	Job Separator (Option)	*10-30*

After you remove the jam, the machine will warm up again and the error message will be cleared. The machine resumes with the page which jam has occurred.

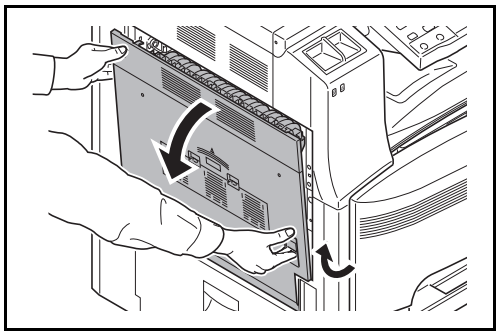
Precautions with Paper Jams

- Do not reuse jammed paper.
- If the paper tears during removal, be sure to remove any loose scraps of paper from inside the machine. Scraps of paper left in the machine could cause subsequent jamming.
- Discard paper that has jammed in the optional document finisher. A page affected by a paper jam will be printed again.

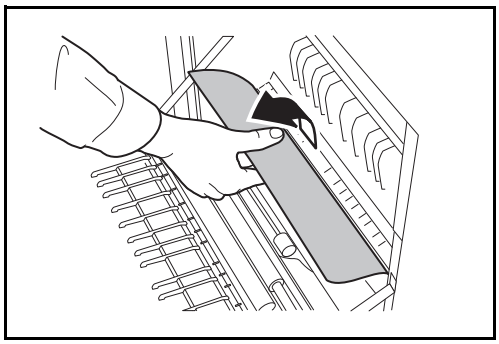
CAUTION: The fixing unit is extremely hot. Take sufficient care when working in this area, as there is a danger of getting burned.

Cassette 1

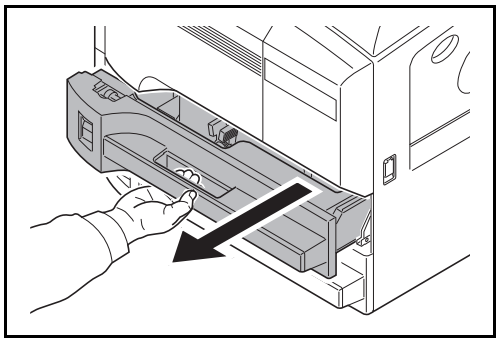
Follow the steps below to clear paper jams in cassette 1.



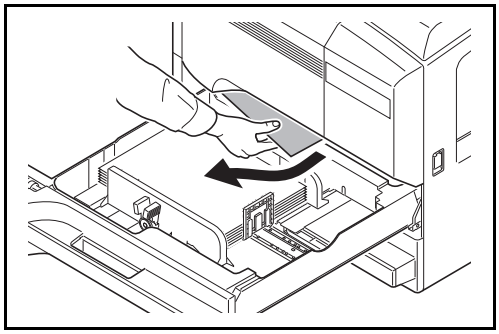
1 Pull up left cover 1 lever and open the left cover 1.



2 Remove any paper.



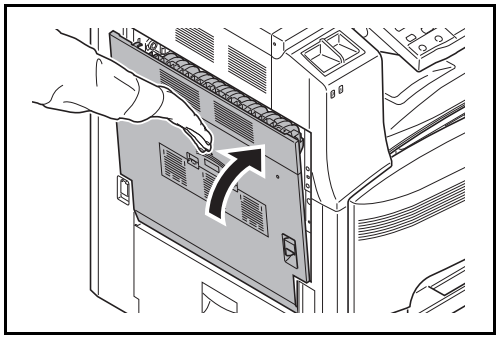
3 Pull out cassette 1.



4 Remove the paper.

If the paper tears, remove every loose scrap from inside the machine.

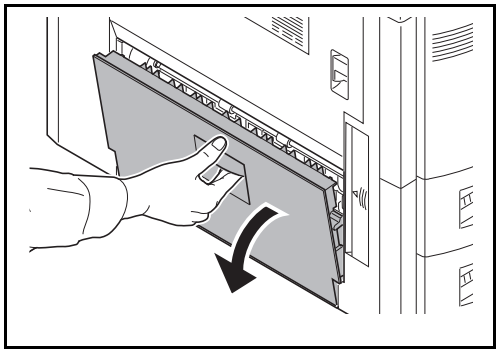
5 Push cassette 1 back in place securely.



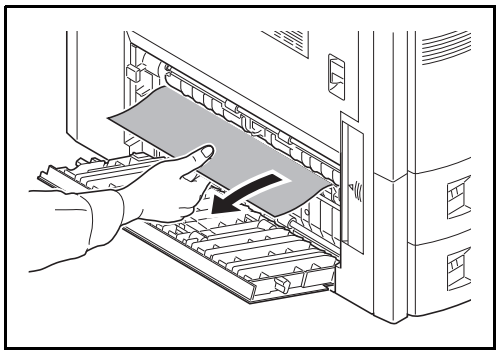
6 Press the specified position to close left cover 1.

Cassette 2

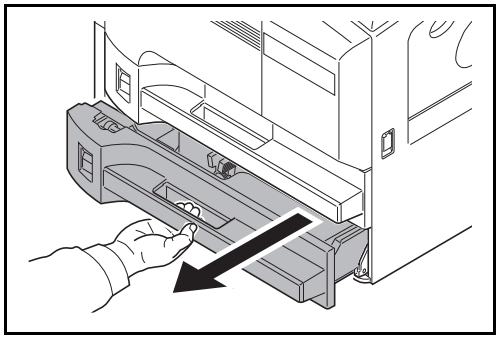
Follow the steps below to clear paper jams in cassette 2.



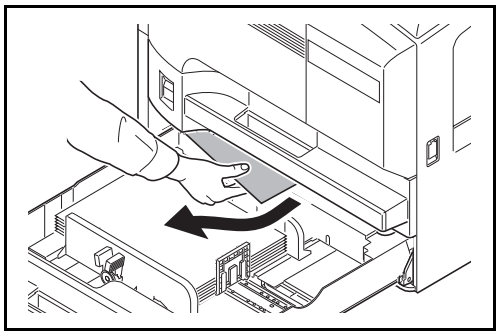
1 Open left cover 2.



2 Remove any paper.



3 Pull out cassette 2.



4 Remove the paper.

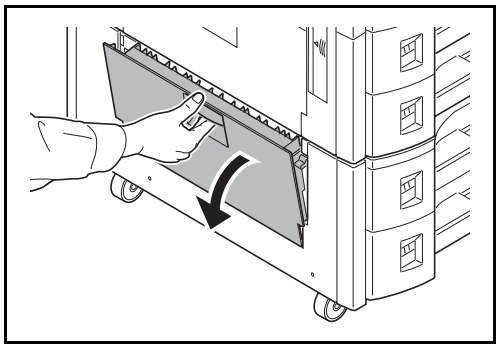
If the paper tears, remove every loose scrap from inside the machine.

5 Push cassette 2 back in place securely.

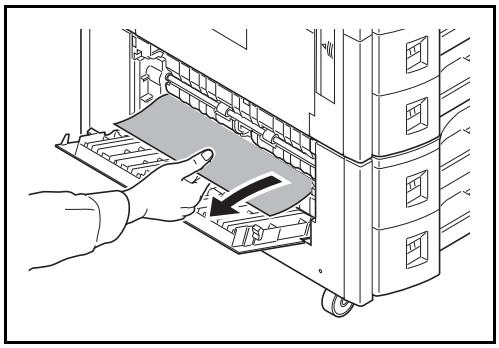
6 Close left cover 2.

Optional Cassettes 3 and 4

Follow the steps below to clear paper jams in cassettes 3 or 4 when using the optional paper feeder.

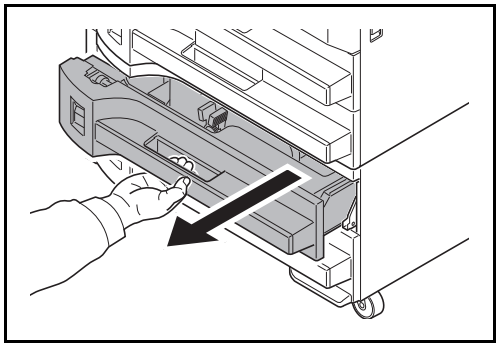


1 Open left cover 3.

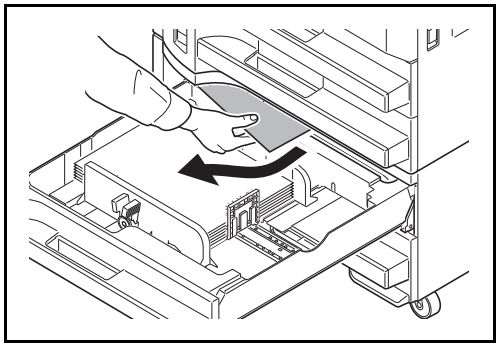


2 Remove any paper.

If the paper tears, remove every loose scrap from inside the machine.



3 Pull out the cassette in use.



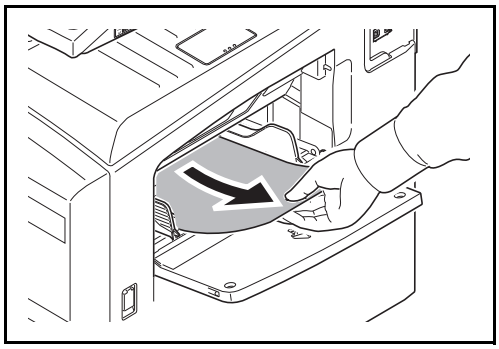
4 Remove the paper.

5 Push the cassette back in place securely.

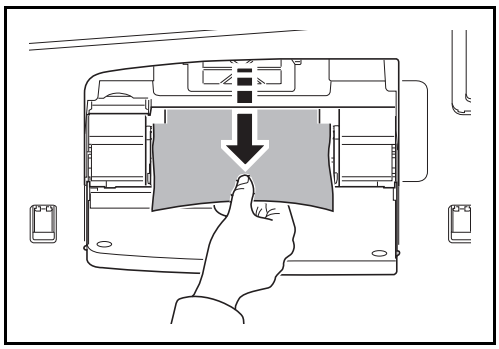
6 Close left cover 3.

Multi Purpose Tray

Follow the steps below to clear paper jams in the multi purpose tray.



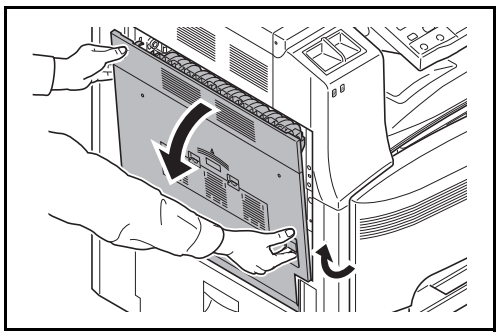
1 Remove the paper from the multi purpose tray.



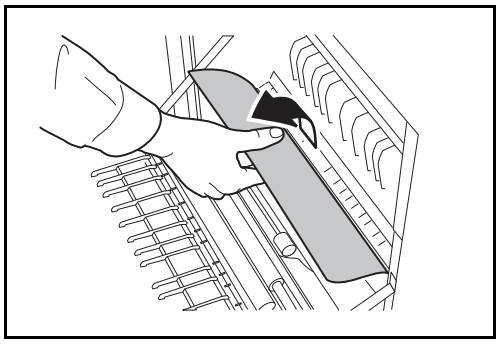
2 If paper is jammed inside, pull the paper toward you to remove.

Inside the Left Covers 1, 2 and 3

Follow the steps below to clear paper jams inside left cover 1, 2 or 3 when using the optional paper feeder.

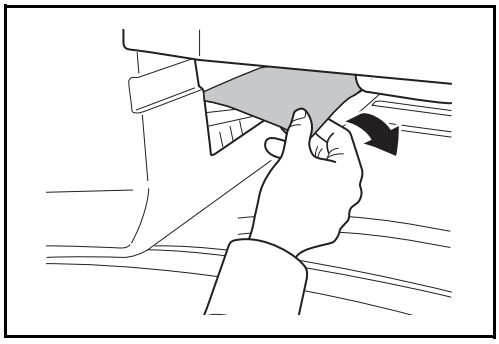


1 Pull up left cover 1 lever and open the left cover 1.



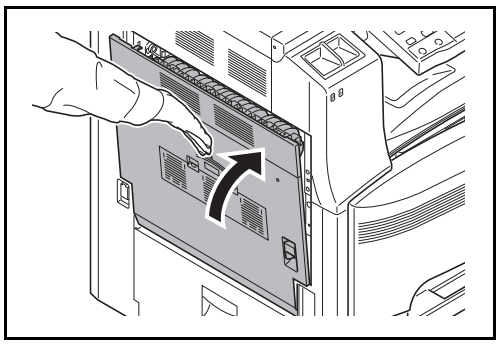
2 Remove the paper.

If the paper tears, remove every loose scrap from inside the machine.



3 Remove any paper in the output section.

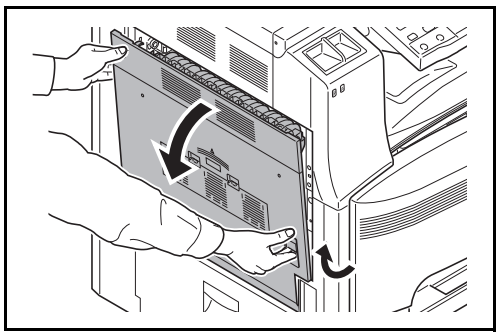
If the paper tears, remove every loose scrap from inside the machine.



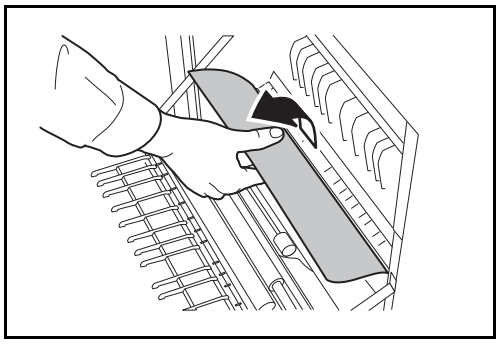
4 Press the specified position to close left cover 1.

Duplex Unit

Follow the steps below to clear paper jams in the duplex unit.

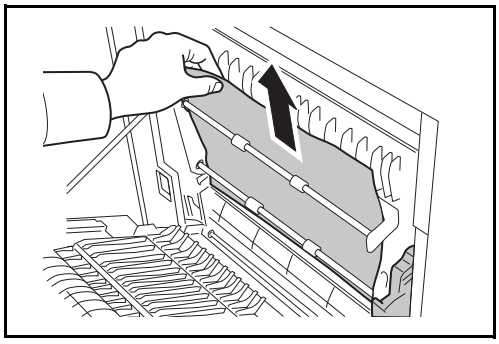


1 Pull up left cover 1 lever and open the left cover.

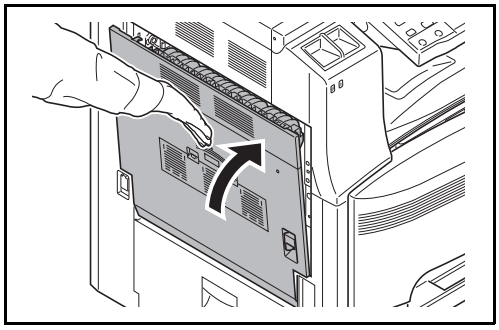


2 Remove the paper.

If the paper tears, remove every loose scrap from inside the machine.



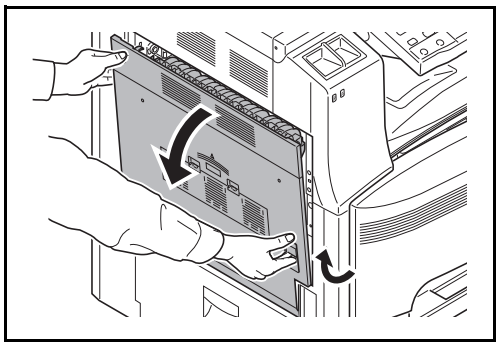
3 Lift up the duplex unit and remove the paper.



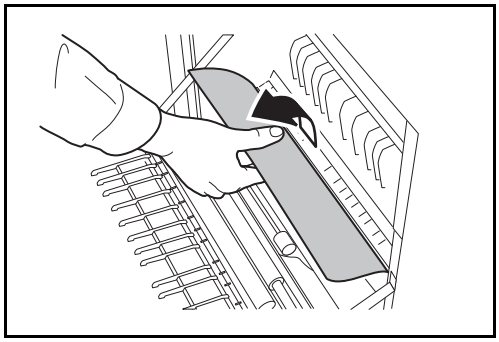
4 Press the specified position to close left cover 1.

Duplex Unit and Cassette 1

Follow the steps below to clear paper jams in duplex unit and cassette 1.

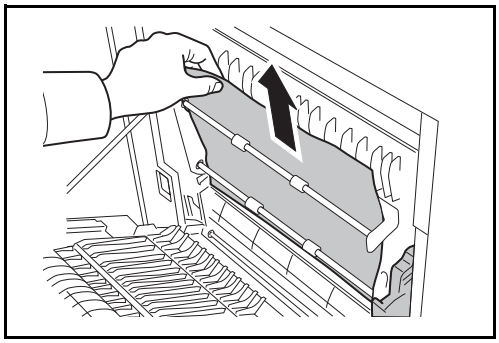


1 Pull up left cover 1 lever and open the left cover.



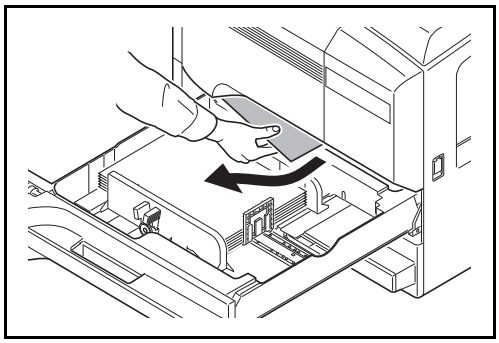
2 Remove any paper.

If the paper tears, remove every loose scrap from inside the machine.



3 Lift duplex unit and remove any paper.

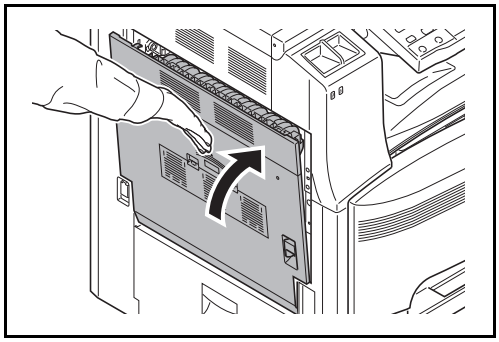
If the paper tears, remove every loose scrap from inside the machine.



4 Pull out cassette 1 and remove the paper.

If the paper tears, remove every loose scrap from inside the machine.

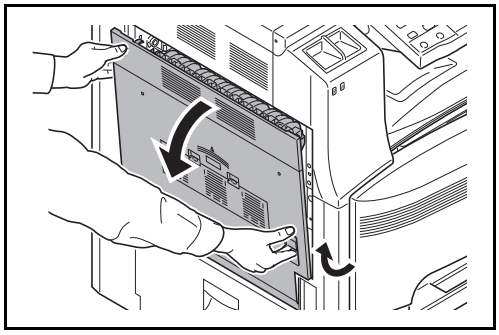
5 Push cassette 1 back in place securely.



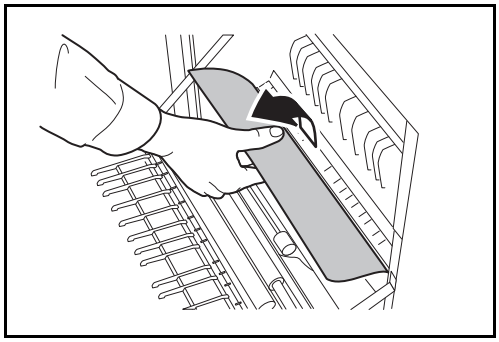
6 Press the specified position to close left cover 1.

Paper Feed Unit

Follow the steps below to clear paper jams in the paper feed unit.

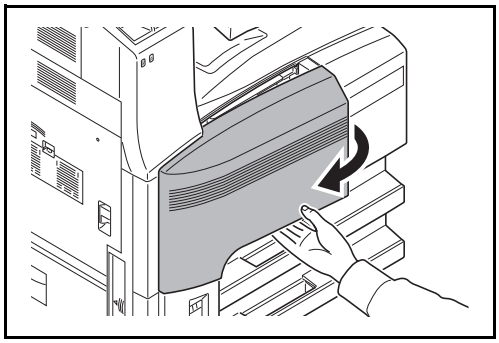


1 Pull up left cover 1 lever and open the left cover 1.

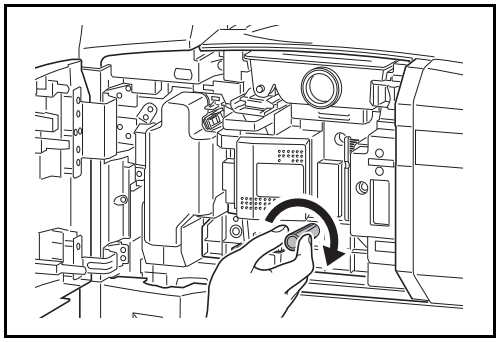


2 Remove any paper.

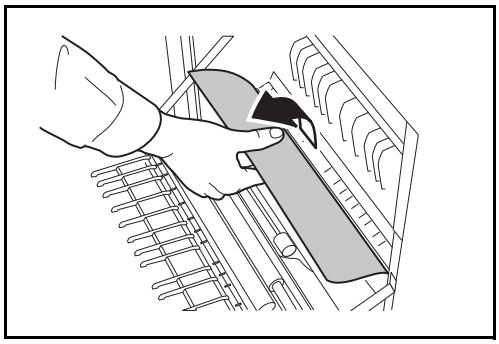
If the paper tears, remove every loose scrap from inside the machine.



3 Open front cover.

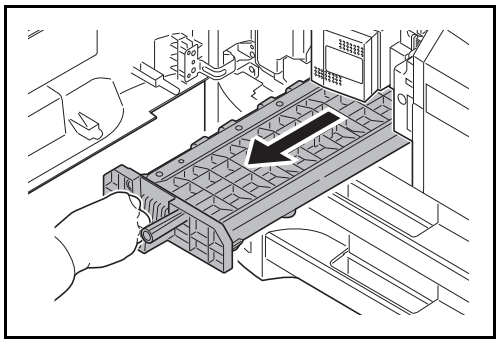


4 Turn the lower green knob (A1) clockwise.

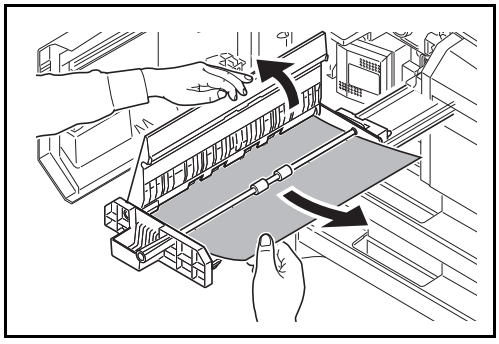


5 Remove any paper.

If you cannot remove the paper, proceed with the next step.

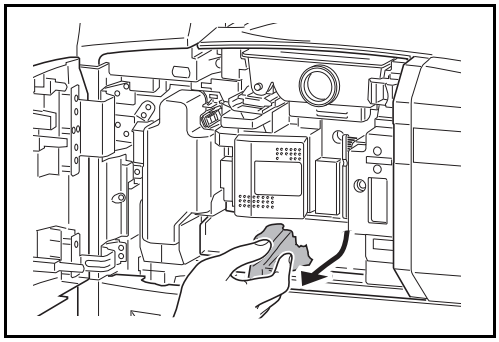


6 Pull out paper feed unit (A2).



7 Open paper feed unit cover (A3) and remove any paper.

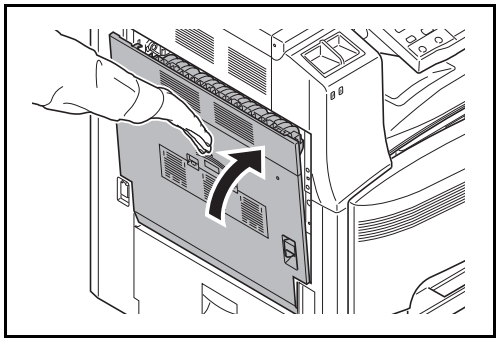
8 If the paper is torn, pull paper feed unit (A2) all the way out and lift it slightly to remove any paper.



9 Remove the paper.

If you cannot remove the paper, proceed with the next step.

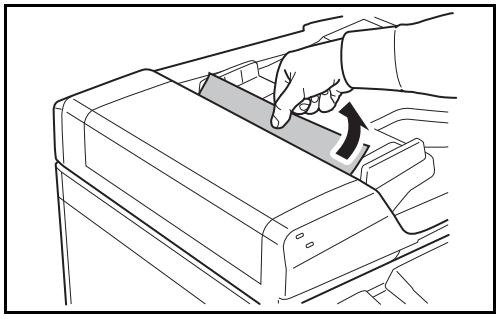
10 Push paper feed unit (A2) back in place, and close the front cover.



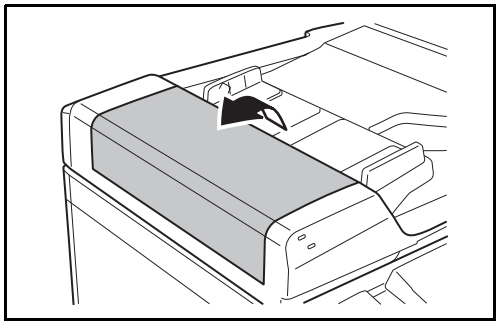
11 Press the specified position to close left cover 1.

Optional Document Processor

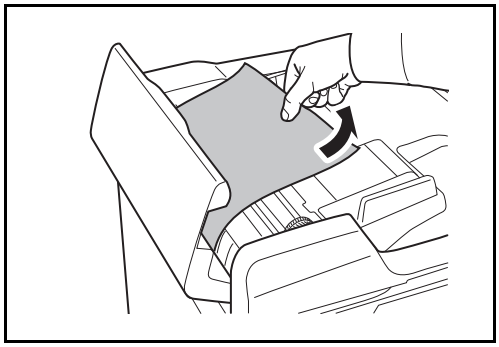
Follow the steps below to clear paper jams in the optional document processor.



1 Remove any paper from the original tray.

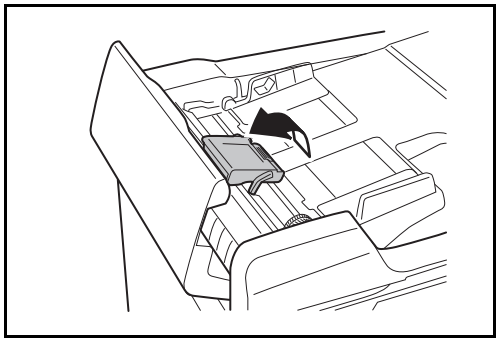


2 Open the document processor top cover.



3 Remove any paper.

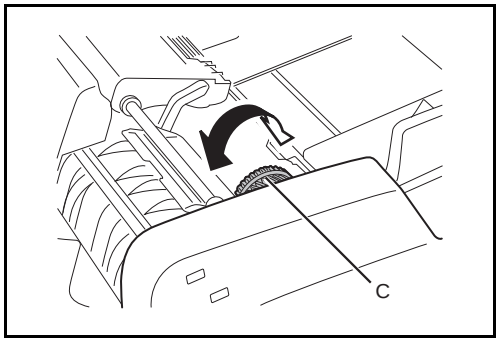
If the original tears, remove every loose scrap from inside the machine.



4 Lift up reverse unit.

5 Remove the paper.

If the original tears, remove every loose scrap from inside the machine.



6 Remove the original by turning the dial **C** as shown in the figure.

7 Put reverse unit back in its original place and close the document processor top cover.

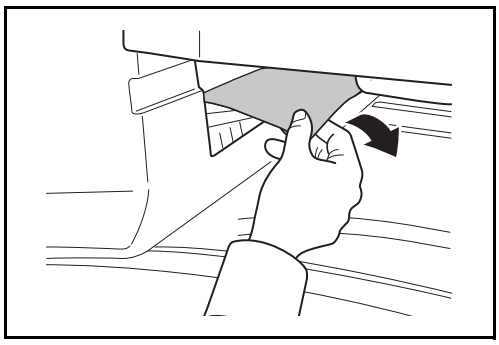
8 Reload the originals on the document processor tray.

Optional Document Finisher

If a misfeed occurs in the optional document finisher, refer to *the respective Operation Guides to clear the jam*.

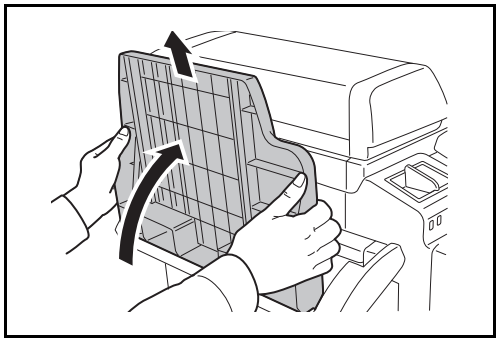
Built-in Finisher

Follow the steps below to clear paper jams in the optional built-in finisher.

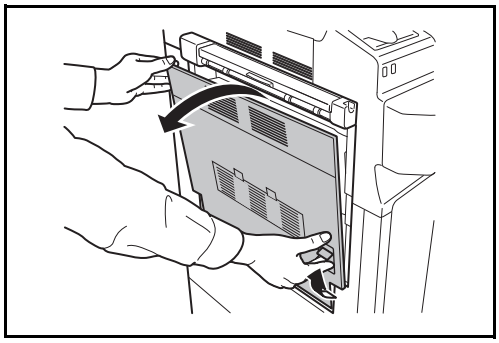


1 Remove any paper in the output section.

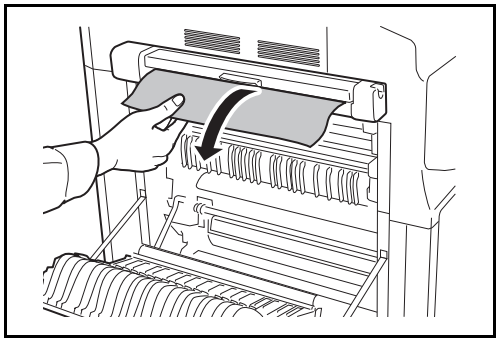
If the paper tears, remove every loose scrap from inside the machine.



2 Remove the output tray.

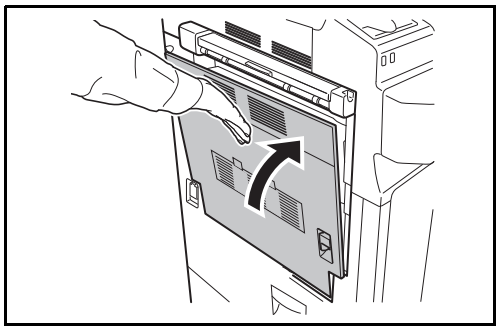


3 Lift up the handle on left cover 1 and open left cover 1.

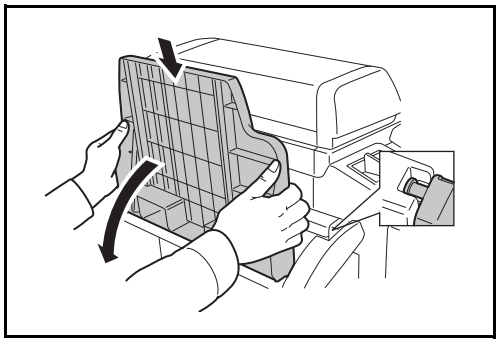


4 Remove any paper.

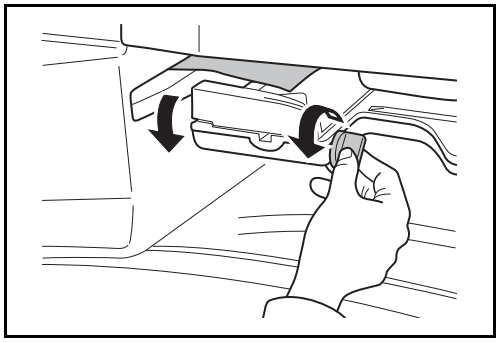
If the paper tears, remove every loose scrap from inside the machine.



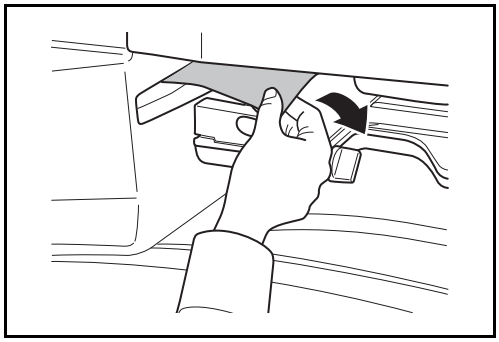
5 Press the indicated position to close left cover 1.



6 Re-attach the output tray.

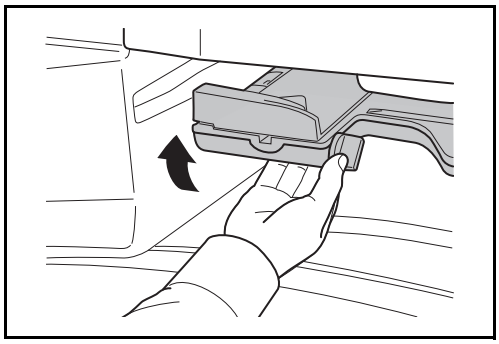


7 Lower the finisher process tray.



8 Remove the paper.

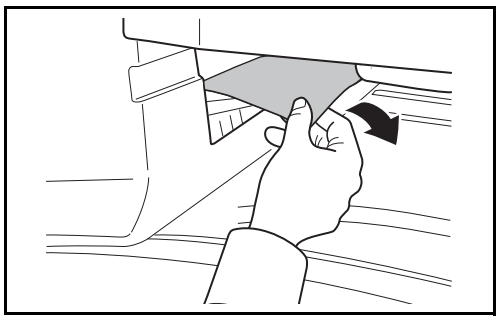
If the paper tears, remove every loose scrap from inside the machine.



9 Raise the finisher process tray

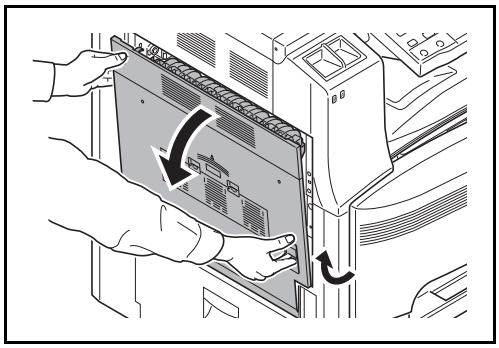
Job Separator

Follow the steps below to clear paper jams in the optional job separator.

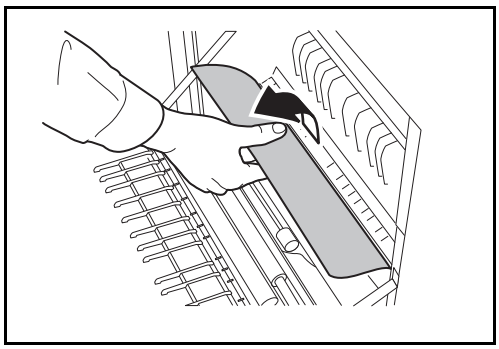


1 Remove any paper in the output section.

If the paper tears, remove every loose scrap from inside the machine.

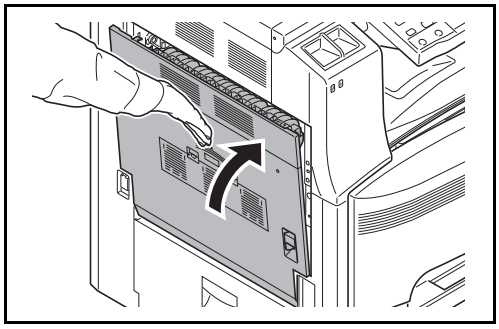


2 Pull up left cover 1 lever and open left cover 1.



3 Remove the paper.

If the paper tears, remove every loose scrap from inside the machine.



4 Press the indicated position to close left cover 1.

11 Management

This chapter explains the following operations.

- User Login Administration.....11-2
- Job Accounting 11-14
- Data Security Kit Operations.....11-27

User Login Administration

User login administration specifies how the user access is administered on this machine. Enter correct login user name and password for user authentication to login.

Access are in three levels - User, Administrator, and Machine Administrator. The security levels can be modified only by the machine administrator.

First User Login Administration

Follow these steps for the first user login administration.

Enable user login administration. (*page 11-2*)

▼

Add a user.(*page 11-5*)

▼

Log out.(*page 11-4*)

▼

The registered user logs in for operations.(*page 11-3*)

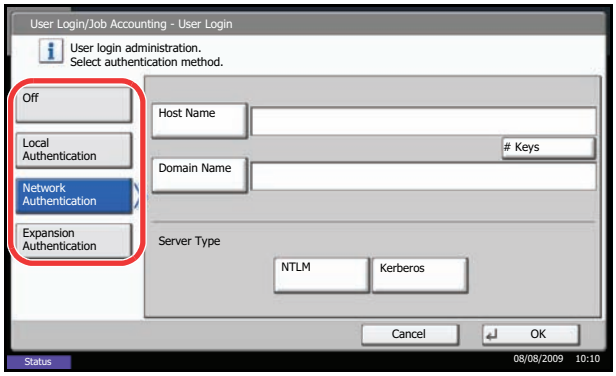
Enabling/Disabling User Login Administration

This enables user login administration. Select one of the following authentication methods:

Item	Description
Local Authentication	User authentication based on user properties on the local user list stored in the machine.
Network Authentication	User authentication based on Authentication Server. Use a user property stored in Authentication Server to access the network authentication login page.

Use the procedure below to enable user login administration.

1. Press the **System Menu** key.
2. Press [User Login/Job Accounting].
3. If user login administration is disabled, the user authentication screen appears. Enter your login user name and password and then press [Login]. For this, you need to login with administrator privileges. Refer to *Adding a User on page 11-5* for the default login user name and password.
4. Press [Next] of *User Login Setting* and then [Change] of *User Login*.



5 Select [Local Authentication] or [Network Authentication]. Select [Off] to disable user login administration.

If you select [Network Authentication], enter the host name (62 characters or less) and domain name (256 characters or less) for the Authentication Server. Select [NTLM] or [Kerberos] as the server type.

NOTE: If the login user name and password are rejected, check the following settings.

- Network Authentication setting of the machine
- User property of the Authentication Server
- Date and time setting of the machine and the Authentication Server

If you cannot login because of the setting of the machine, login with any administrator registered in the local user list and correct the settings.
If the server type is [Kerberos], only domain names entered in uppercase will be recognized.

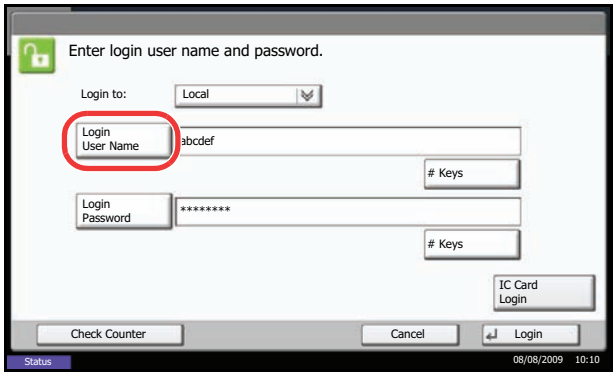
6 Press [OK].

Login/Logout

Once you enable user login administration, a login user name and password entry screen appears each time you use this machine.

Login

Use the procedure below to login.



1 If the screen below appears during the operations, press [Login User Name].

Press [# Keys] to enter the login data using the numeric keys.

2 Enter the login user name and press [OK].

NOTE: Refer to the *Character Entry Method on Appendix-10* for details on entering characters.

3 Press [Login Password].

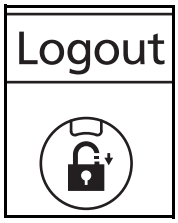
Press [# keys] to enter the login data using the numeric keys.

4 Enter the login password and press [OK].

NOTE: If Job Accounting is enabled, you can browse the number of pages printed and the number of pages scanned by pressing [Check Counter].
If *Network Authentication* is selected as the user authentication method, either *Local* or *Network* can be selected as the authentication destination.

5 Check the login user name and password are correct, and press [Login].

Logout



To log out the machine, press the **Logout** key to return to the login user name/login password entry screen.

Auto Logout

Logout is automatically executed in the following cases:

- When the **Power** key is pressed to enter the sleep mode
- When auto sleep is activated
- When auto panel reset is activated

Adding a User

This adds a new user. You can add Up to 1,000 users (including the default login user name). The table below explains the user information to be registered.

Item	Description
User Name*	Enter the name displayed on the user list (up to 32 characters).
Login User Name*	Enter the login user name to login (up to 64 characters). The same login user name cannot be registered.
Login Password*	Enter the password to login (up to 64 characters).
Access Level*	Select *Administrator* or *User* for user access privileges.
Account Name	Add an account where the user belongs. The user, who registered his/her account name, can login without entering the account ID. Refer to *Job Accounting on page 11-14*.
E-mail Address	The user can register his/her E-mail address. The registered address will be automatically selected for subsequent operations that need any E-mail function.

* Mandatory at user registration.

NOTE: By default, one of each default user with machine administrator rights and administrator privileges is already stored. Each user's properties are:
Machine Administrator

User Name: DeviceAdmin
Login User Name: 3000
Login Password: 3000
Access Level: Machine Administrator

Administrator
User Name: Admin
Login User Name: Admin
Login Password: Admin
Access Level: Administrator

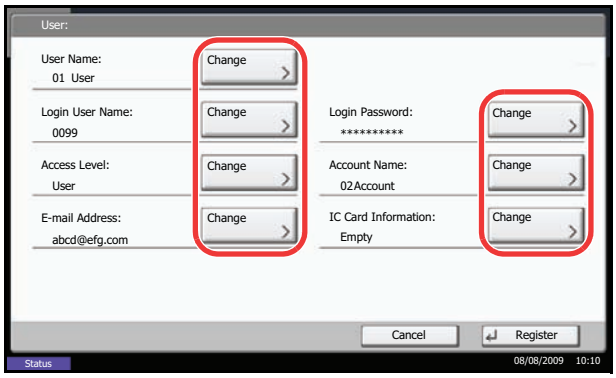
It is recommended to periodically change the user name, login user name and login password regularly for your security.

Use the procedure below to register a new user.

1. Login as a user with administrator rights.
2. Press the **System Menu** key.
3. Press [User Login/Job Accounting].
4. If user login administration is disabled, the user authentication screen appears. Enter your login user name and password and then press [Login]. For this, you need to login with administrator

privileges. Refer to *Adding a User on page 11-5* for the default login user name and password.

5 Press [Next] of *User Login Setting*, [Register/Edit] of *Local User List*, and then [Add].



6 Press [Change] of *User Name*.

7 Enter the user name and press [OK].

NOTE: Refer to the *Character Entry Method on Appendix-10* for details on entering characters.

8 Enter the login user name and E-mail address following 6 and 7 above.

9 Press [Change] of *Login Password* and then [Password].

10 Enter the login password and press [OK].

11 Press [Confirm Password].

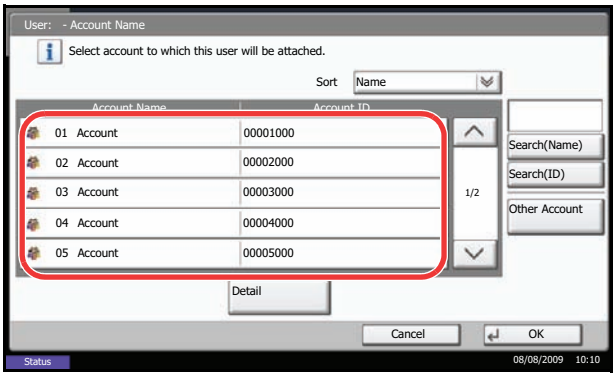
12 Enter the same login password to confirm and press [OK].

13 Press [OK].

14 Press [Change] of *Access Level*.

15 Select the user access privilege and press [OK].

16 Press [Change] of *Account Name*.



17 Select the account and press [OK].

NOTE: Select [Name] and [ID] from the *Sort* pull-down menu to sort the account list.

Press [Search(Name)] or [Search(ID)] to search by account name or account ID.

18 Press [Register] to add a new user on the local user list.

Changing User Properties

User properties can be changed. Types of user properties that could be changed may be different depending on user access privilege.

For a user with administrator rights who logs in

User properties can be changed and users can be deleted. The items, which can be added, are all able to be changed.

Use the procedure below to change the user properties.

1 Press the **System Menu** key.

2 Press [User Login/Job Accounting].

3 If user login administration is disabled, the user authentication screen appears. Enter your login user name and password and then press [Login]. For this, you need to login with administrator privileges. Refer to *Adding a User on page 11-5* for the default login user name and password.

4 Press [Next] of *User Login Setting* and [Register/Edit] of *Local User List*.

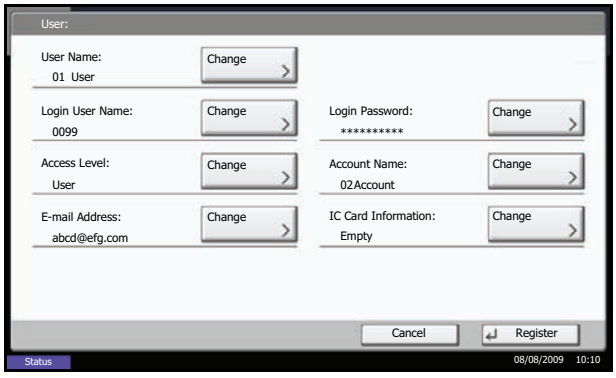
5 Select the user whose properties you wish to change.

NOTE: Select [Name] and [Login Name] from the *Sort* pull-down menu to sort the user list.

Press [Search(Name)] or [Search(Login)] to search by name or login user name.

The procedure differs depending on the details to be edited.

Changing user information



1 Press [Detail].

2 Refer to steps 6 to 17 of *Adding a User* to change a user property.

3 Press [Register].

4 Press [Yes] in the registration confirmation screen. The user information is changed.

Deleting a user

1 Press [Delete].

2 Press [Yes] on the screen to confirm deletion. The selected user will be deleted.

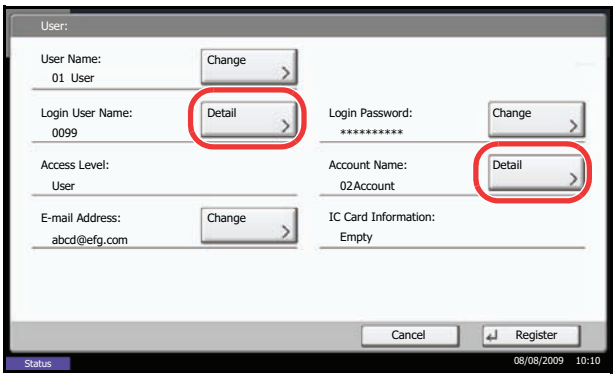
NOTE: The default user with administrator rights cannot be deleted.

For a user without administrator rights who logs in

These users can partially change their own user properties including user name, login password, and E-mail address.

Although login user name, access level, or account name cannot be changed, the users can check the present status.

Use the procedure below to change user properties.



1 Press the **System Menu** key.

2 Press [User Property].

3 Refer to steps 6 to 17 of *Adding a User* to change user properties.

Press [Detail] of *Login User Name* or *Account Name* to check the present status.

4 Press [Register] to finalize changed user properties.

Unknown login user name Job

This specifies the behavior for handling the jobs sent with unknown login user names or User ID (i.e. unsent IDs). If the User Login is set to invalid and Job Accounting is set to valid, follow the procedure when the Account ID is unknown.

The table below shows the available settings.

Item	Description
Reject	The job is rejected (not printed).
Permit	The job is permitted to be printed.

Use the procedure below to process jobs sent from unknown users.

1. Press the **System Menu** key.
2. Press [User Login/Job Accounting].
3. If user login administration is disabled, the user authentication screen appears. Enter your login user name and password and then press [Login]. For this, you need to login with administrator privileges. Refer to *Adding a User on page 11-5* for the default login user name and password.
4. Press [Change] of *Unknown ID Job*.
5. Press [Reject] or [Permit].
6. Press [OK].

Group Authorization Settings

Set restrictions of the machine usage by each individual group registered in the authentication server.

NOTE: To use the group authorization settings, [Network Authentication] must be selected for the authentication method in *Enabling/Disabling User Login Administration on page 11-2*. Select [On] for LDAP in *Protocol Detail on page 8-66*.

Group Authorization

Use the group authorization. Use the procedure below.

1. Press the **System Menu** key.
2. Press [User Login/Job Accounting].
3. If user login administration is disabled, the user authentication screen appears. Enter your login user name and password and then press [Login]. For this, you need to login with administrator privileges. Refer to *Adding a User on page 11-5* for the default login user name and password.
4. Press [Next] of *User Login Setting*, [Next] of *Group Authorization Set.*, and then [Change] of *Group Authorization*.
5. Press [On].
6. Press [OK].

Group List

Register the groups that is restricted the machine usage. Up to 20 groups can be individually registered. Other users and groups belong to *Others*.

The table below explains the group information to be registered.

Item	Description
Group ID*	Enter the ID displayed on the group list (between 1 and 4294967295).
Group Name	Enter the name displayed on the group list (up to 32 characters).
Access Level	Select Administrator or User for group access privileges.
Print Restriction	Select whether or not to reject usage of print functions for the printer.
Copy Restriction	Select whether or not to reject usage of copy functions.
Send Restriction	Select whether or not to reject usage of the send functions.
FAX TX Restriction	Select whether or not to reject usage of the FAX transmissions.
Storing Restr. in Box	Select whether or not to reject usage of storing in the document boxes.

Item	Description
Storing Restr. in Memory	Select whether or not to reject usage of storing in the removable memory.

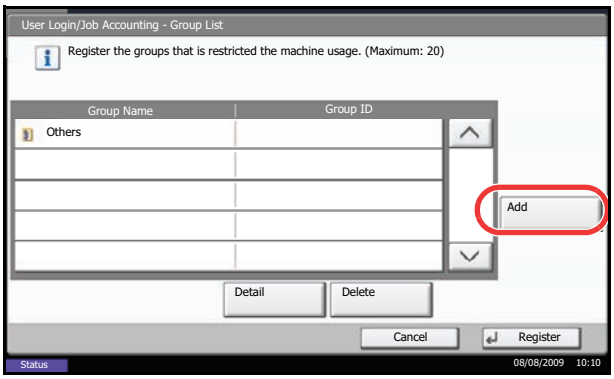
* For Group ID, specify PrimaryGroupID assigned by ActiveDirectory of Windows. If you are using Windows Server 2008, check Attribute Editor tab of user properties. If you are using Windows Server 2000/2003, check ADSIEdit. ADSIEdit is a support tool included on the installation CD-ROM for Windows Server OS (under \SUPPORT\TOOLS).

Use the procedure below.

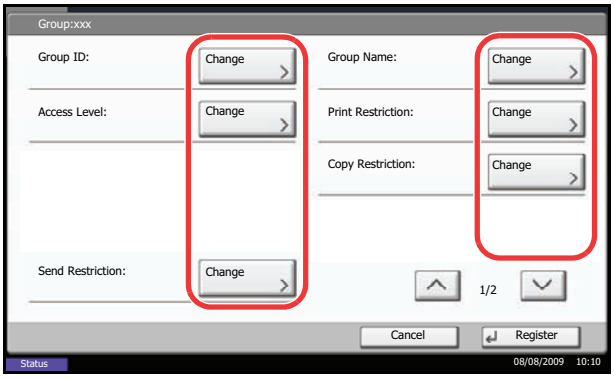
1 Press the **System Menu** key.

2 Press [User Login/Job Accounting].

3 If user login administration is disabled, the user authentication screen appears. Enter your login user name and password and then press [Login]. For this, you need to login with administrator privileges. Refer to *Adding a User on page 11-5* for the default login user name and password.



4 Press [Next] of *User Login Setting*, [Next] of *Group Authorization Set.*, [Register/Edit] of *Group List*, and then [Add].



5 Press [Change] of *Group ID*.

6 Enter the group ID and press [OK].

7 Press [Change] of *Group Name*.

8 Enter the group name and press [OK].

NOTE: Refer to the *Character Entry Method on Appendix-10* for details on entering characters.

9 Press [Change] of *Access Level*.

10 Select the user access privilege and press [OK].

11 Press [Change] of *Print Restriction*.

12 Select [Reject Usage] or [Off] and press [OK].

13 Follow steps 11 and 12 above to set *Copy Restriction*, *Send Restriction*, *FAX TX Restriction*, *Storing Restr. in Box*, and *Storing Restr. in Memory*.

14 Press [Register] to add a new group on the group list.

Obtain Network User Property

Set the required information to obtain the network user property from the LDAP server.

NOTE: To obtain the network user property from the LDAP server, [Network Authentication] must be selected for the authentication method in *Enabling/Disabling User Login Administration on page 11-2*.

The table below explains the required information to be registered.Use the procedure below.

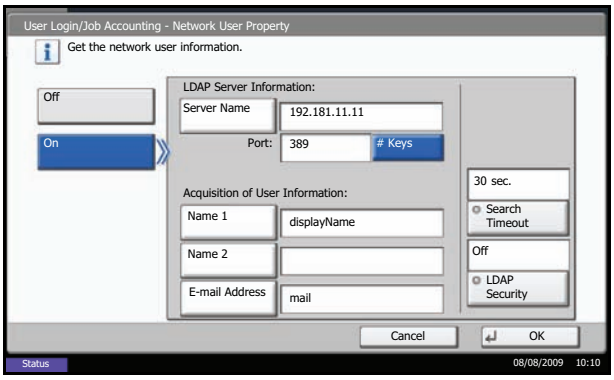
Item	Description
Server Name*[1]	Enter the LDAP server name or the IP address (up to 64 characters).
Port	Set the LDAP port number or use the default port 389.
Name 1*[2]	Enter the LDAP Attribute to obtain the user name to be displayed from the LDAP server (up to 32 characters).
Name 2*[3]	Enter the LDAP Attribute to obtain the user name to be displayed from the LDAP server (up to 32 characters).
E-mail Address*[4]	Enter the LDAP Attribute to obtain the e-mail address from the LDAP server (up to 32 characters).
Search Timeout	Set the amount of time to wait before time-out in seconds (from 5 to 255 seconds).
LDAP Security	Select the type of encryption according to the type of security employed by the LDAP server.

*1 If using Active Directory of Windows, the server name may be same as the server name entered in the network authentication.
*2 If using Active Directory of Windows, **displayName** of Attribute may be used as *Name 1.*
*3 *Name 2* can be left out. When you assign **displayName** in *Name 1* and **department** in *Name 2*, and if the value of **displayName** is "Mike Smith" and the value of **department** is "Sales" in Active Directory of Windows, the user name appears as *Mike Smith Sales*.
*4 If using Active Directory of Windows, **mail** of Attribute may be used as *E-mail Address*.

1 Press the **System Menu** key.

2 Press [User Login/Job Accounting].

3 If user login administration is disabled, the user authentication screen appears. Enter your login user name and password and then press [Login]. For this, you need to login with administrator



privileges. Refer to *Adding a User on page 11-5* for the default login user name and password.

4 Press [Next] of *User Login Setting*, [Change] of *Obtain NW User Property*.

5 Press [On].

6 Press [Server Name].

7 Enter the LDAP server name or the IP address and press [OK].

8 Press [# keys] to enter the LDAP port number using the numeric keys.

9 Press [Name 1].

10 Enter the LDAP Attribute to obtain the user name to be displayed and press [OK].

11 Follow steps 9 and 10 above to set *Name 2*.

12 Press [E-mail Address].

13 Enter the LDAP Attribute to obtain the e-mail address and press [OK].

14 Press [Search Timeout] to set the amount of time to wait before time-out.

15 Press [+], [-] or the numeric keys to enter the time.

16 Press [LDAP Security] to select the type of encryption according to the type of security employed by the LDAP server.

17 Select [Off], [LDAP over SSL], or [LDAPv3/TLS] and press [OK].

Job Accounting

Job accounting Manages the copy/print count accumulated by individual accounts by assigning an ID to each account.

Job accounting helps the following activities in business organizations.

- Manageability of up to 1,000 individual accounts.
- Availability for account IDs with as many as eight digits (between 0 and 99999999) for security.
- Integrated management of printing and scanning statistics through the use of an identical account ID.
- Tracking the print volume for each account and for all accounts combined.
- Restricting the print counter in one-page increments up to 9,999,999 copies.
- Resetting the print counter for each account or for all accounts combined.

First Job Accounting Setup

Follow these steps for the first job accounting setup.

Enable job accounting. (*page 11-14*)

▼

Add an account. (*page 11-16*)

▼

Log out. (*page 11-15*)

▼

Other users login for operations. (*page 11-15*)

Enabling/Disabling Job Accounting

Enable job accounting. Use the procedure below to specify the job accounting setting.

1. Press the **System Menu** key.
2. Press [User Login/Job Accounting].
3. If user login administration is disabled, the user authentication screen appears. Enter your login user name and password and then press [Login]. For this, you need to login with administrator privileges. Refer to *Adding a User on page 11-5* for the default login user name and password.
4. Press [Next] of *Job Accounting Setting*, and then [Change] of *Job Accounting*.
5. Press [On]. To disable job accounting, press [Off].

6 Press [OK].

NOTE: When the display returns to the System Menu default screen, logout is automatically executed and the screen to enter the Account ID appears. To continue the operation, enter the Account ID.

Login/Logout

If job accounting is enabled, an account ID entry screen appears each time you use this machine.

Use the procedure below to login and logout.

Login

1 In the screen below, enter the account ID using the numeric keys and press [Login].

NOTE: If you entered a wrong character, press the **Clear** key and enter the account ID again.

If the entered account ID does not match the registered ID, a warning beep will sound and login will fail. Enter the correct account ID.

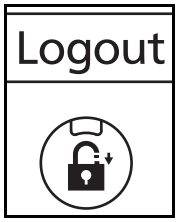
By pressing [Counter Check], you can refer to the number of pages printed and the number of pages scanned.

When the screen to enter the login user name and password appears

If user login administration is enabled, the screen to enter the login user name and password appears. Enter a login user name and password to login. (Refer to *Login/Logout on page 11-3*.) If the user has already registered the account information, the account ID entry would be skipped. (Refer to *Adding a User on page 11-5*.)

2 Proceed to complete the rest of the steps.

Logout



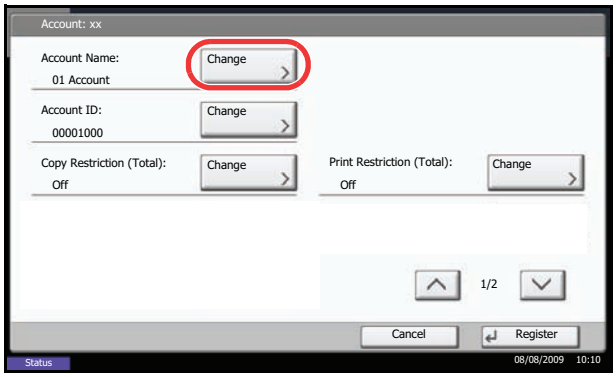
When the operations are complete, press the **Logout** key to return to the account ID entry screen.

Adding an Account

This section explains how to add a new account. The following entries are required.

Item	Description
Account Name	Enter the account name (up to 32 characters).
Account ID	Enter the account ID as many as eight digits (between 0 and 99999999).
Restriction	This Prohibits printing/scanning or restricts the number of sheets to load. Refer to *Restricting the Use of the Machine on page 11-18*.

Use the procedure below to register a new account.



1. Press the **System Menu** key.
2. Press [User Login/Job Accounting].
3. If user login administration is disabled, the user authentication screen appears. Enter your login user name and password and then press [Login]. For this, you need to login with administrator privileges. Refer to *Adding a User on page 11-5* for the default login user name and password.
4. Press [Next] of *Job Accounting Setting*, [Register/Edit] of *Accounting List*, and then [Add].
5. Press [Change] of *Account Name*.
6. Enter the account name and press [OK]. The Account screen reappears.

NOTE: Refer to the *Character Entry Method on Appendix-10* for details on entering characters.

7. Follow steps 5 and 6 above to enter the *Account ID*.

NOTE: Any account ID that has already registered cannot be used. Enter any other account ID.

8. Activate or deactivate restriction. Refer to *Restricting the Use of the Machine on page 11-18*.
9. Press [Register] to add a new account on the Account List.

Managing Accounts

This changes the registered account information or deletes the account.

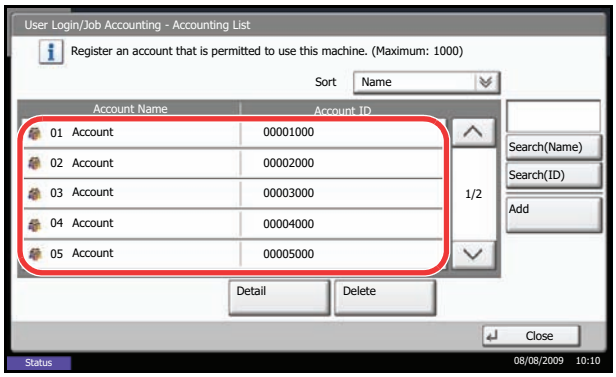
Use the procedure below to manage accounts.

1 Press the **System Menu** key.

2 Press [User Login/Job Accounting].

3 If user login administration is disabled, the user authentication screen appears. Enter your login user name and password and then press [Login]. For this, you need to login with administrator privileges. Refer to *Adding a User on page 11-5* for the default login user name and password.

4 Press [Next] of *Job Accounting Setting* and then [Register/Edit] of *Accounting List*.



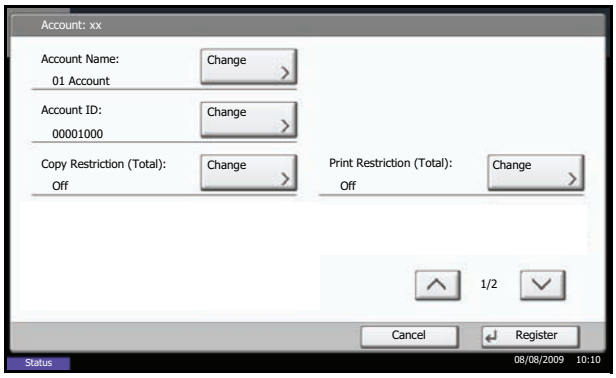
5 Select an account to change or delete.

NOTE: Select [Name] or [ID] from the *Sort* pull-down menu to sort the account names.

Press [Search(Name)] or [Search(ID)] to search by account name or account ID.

The procedure differs depending on the details to be edited.

Changing account information



1 Press [Detail].

2 Refer to steps 5 to 7 of *Adding an Account* and steps 2 to 5 of *Restricting Using the Machine* to change account information.

3 Press [Register].

4 Press [Yes] in the registration confirmation screen. The account information is changed.

Deleting an account

1 Press [Delete].

2 Press [Yes]. To delete the account.

Managing the Copier/Printer Counts

You can select how the copying and printing page counts are shown - either the total of both or each of copying and printing individually. The selection may influence restriction on the count and count method. Refer to *Restricting the Use of the Machine on page 11-18*, *Counting the Number of Pages Printed on page 11-23* and *Printing an Accounting Report on page 11-26* for details.

Use the procedure below to set the counting methods.

1. Press the **System Menu** key.
2. Press [User Login/Job Accounting].
3. If user login administration is disabled, the user authentication screen appears. Enter your login user name and password and then press [Login]. For this, you need to login with administrator privileges. Refer to *Adding a User on page 11-5* for the default login user name and password.
4. Press [Next] of *Job Accounting Setting*, [Next] of *Default Setting* and then [Change] of *Copier/Printer Count.*
5. Press [Total] or [Split].
6. Press [OK].

Restricting the Use of the Machine

This section explains how to restrict the use of the machine by account or the number of sheets available.

The items that can be restricted differ depending on whether [Split] or [Total] is selected for *Managing the Copier/Printer Counts on page 11-18*.

Restriction Items

◆ [Split] selected for *Copier/Printer Count*

Item	Detail
Copy Restriction (Total)	Limits the total number of sheets used for copying.
Print Restriction (Total)	Limits the total number of sheets used for printing.
Scan Restriction (Others)	Limits the number of sheets scanned (excludes copying).
FAX TX Restriction	Limits the number of sheets sent by fax. This is displayed when the optional fax kit is installed.
FAX Port Restriction	Restricts the ports used for faxing. This is displayed when two optional FAX kits are installed.

◆ [Total] selected for *Copier/Printer Count*

Item	Detail
Print Restriction (Total)	Limits the total number of sheets used for copying and printing.
Scan Restriction (Others)	Limits the number of sheets scanned (excludes copying).
FAX TX Restriction	Limits the number of sheets sent by fax. This is displayed when the optional fax kit is installed.
FAX Port Restriction	Restricts the ports used for faxing. This is displayed when two optional FAX kits are installed.

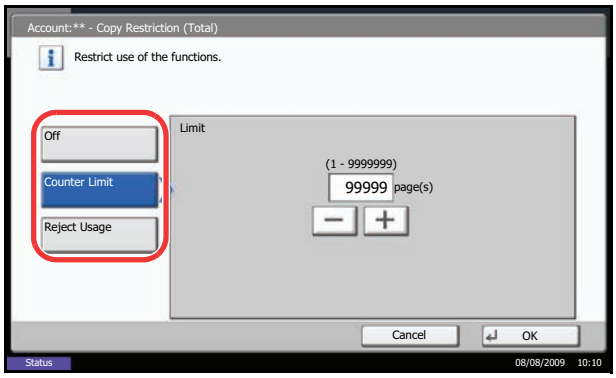
Applying Restriction

Restriction can be applied in two modes as follows:

Item	Description
Off	No restriction given
Counter Limit	Restricts the print counter in one-page increments up to 9,999,999 copies.
Reject Usage	Restriction is applied.

*Select [Off], [Use Port 1 Only] or [Use Port 2 Only] as the *FAX Port Restriction* setting.

Use the procedure below to select a restriction method.



1. Follow steps 1 to 4 of *Adding an Account on page 11-16*.
2. Press [Change] for the item to be restricted.
3. Select the restriction mode.

   If [Counter Limit] is selected, press [+],[-] or numeric keys to select the number of pages.
4. Press [OK].
5. Repeat steps 2 to 4 for other accounts to be restricted.
6. Press [Register]. The restricted account is added.

Applying Limit of Restriction

This specifies how the machine behaves when the counter has reached the limit of restriction. The table below describes the action taken.

Item	Description
Immediately *	Job stops when the counter reaches its limit.
Subsequently	Printing/scanning of the job continues but the subsequent job will be rejected.
Alert Only	Job continues while displaying an alert message.

* The next job will be prohibited in sending or in storing in the box.

Use the procedure below to apply the restriction limit.

1. Press the **System Menu** key.
2. Press [User Login/Job Accounting].
3. If user login administration is disabled, the user authentication screen appears. Enter your login user name and password and then press [Login]. For this, you need to login with administrator privileges. Refer to *Adding a User on page 11-5* for the default login user name and password.
4. Press [Next] of *Job Accounting Setting*, [Next] of *Default Setting* and then [Change] of *Apply Limit*.
5. Select [Immediately], [Subsequently], or [Alert Only].
6. Press [OK].

Default Counter Limit

When you add a new account, you can change the default restrictions on the number of sheets used.

You can set any number from 1 to 9,999,999 in 1-sheet increments.

The items that can be set differ depending on whether [Split] or [Total] is selected for *Managing the Copier/Printer Counts on page 11-18*.

Available Settings

◆ [Split] selected for *Copier/Printer Count*

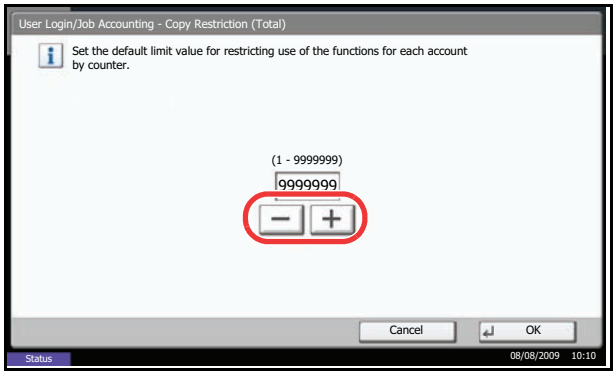
Item	Detail
Copy Restriction (Total)	Sets the default restriction on the number of sheets used for copying.
Print Restriction (Total)	Sets the default restriction on the total number of sheets used for printing.
Scan Restriction (Others)	Sets the default restriction on the number of sheets used for scanning (excludes copying).
FAX TX Restriction	Sets the default restriction on the number of sheets used for sending faxes. This is displayed when the optional fax kit is installed.

◆ [Total] selected for *Copier/Printer Count*

Item	Detail
Print Restriction (Total)	Sets the default restriction on the total number of sheets used for copying and printing.
Scan Restriction (Others)	Sets the default restriction on the number of sheets used for scanning (excludes copying).
FAX TX Restriction	Sets the default restriction on the number of sheets used for sending faxes. This is displayed when the optional fax kit is installed.

Use the procedure below to specify the counter limits.

1. Press the **System Menu** key.
2. Press [User Login/Job Accounting].
3. If user login administration is disabled, the user authentication screen appears. Enter a login user name and password, and press [Login]. For this, you need to login with administrator privileges. Refer to *Adding a User on page 11-5* for the default login user name and password.


User Login/Job Accounting - Copy Restriction (Total)
Set the default limit value for restricting use of the functions for each account by counter.
(1 - 9999999)
9999999
Cancel
OK
Status
08/08/2009 10:10

4 Press [Next] of *Job Accounting Setting*, [Next] of *Default Setting* and then [Next] of *Default Counter Limit*.

5 Press [Change] for the item you want to modify and then press [+] or [-] or use the numeric keys to enter the default restriction on the number of sheets.

6 Press [OK].

7 To set another default restriction, repeat steps 5 to 6.

Counting the Number of Pages Printed

This counts the number of pages printed. Counts are classified into Total Job Accounting and Each Job Accounting. A new count can also be started after resetting the count data which was stored for a certain period of time.

Types of the counts are as follows.

Item	Detail
Printed Pages	Displays the number of pages copied and printed, and the total number of pages used. You can also use [Count by Paper Size] and [Count by Duplex/Combine] to check the number of pages used. • For copying, you can check the pages used for black and white copying. • For printing, you can check the pages used for black and white printing. • You can use [Count by Paper Size] to check the number of pages used in the paper size set in *Counting by Paper Size on page 11-25* as well as the number of pages used in other paper sizes. • You can use the [Count by Duplex/Combine] to check the number of pages used in Duplex (1-sided) mode, Duplex (2-sided) mode and the total for both, as well as the pages used in Combine (None) mode, Combine (2in1) mode, Combine (4in1) mode and the total for all three.
Scanned Pages	Displays the number of pages scanned for copying, faxing* and other functions, as well as the total number of pages scanned.
FAX Transmission Pages*	Displays the number of pages faxed.
FAX Transmission Time*	Displays the total duration of fax transmissions.

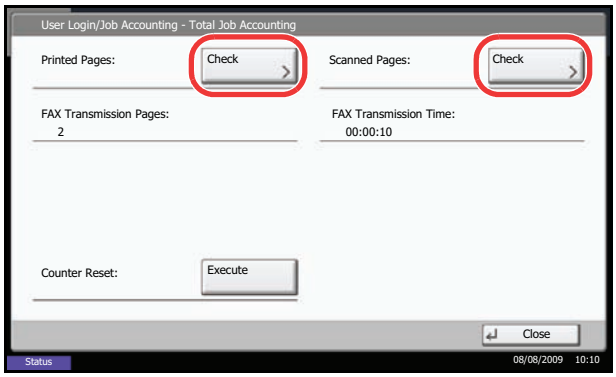
* Only displayed when the optional fax kit is installed.

Total Job Accounting/Resetting the Counter

This counts the number of pages for all accounts and resets the counts for those accounts together at the same time.

Use the procedure below to check and reset the counter.

1. Press the **System Menu** key.
2. Press [User Login/Job Accounting].
3. If user login administration is disabled, the user authentication screen appears. Enter your login user name and password and then press [Login]. For this, you need to login with administrator privileges. Refer to *Adding a User on page 11-5* for the default login user name and password.



4 Press [Next] of *Job Accounting Setting* and then [Next] of *Total Job Accounting*.

5 Press [Check] at the function to check the count. The results will be displayed.

6 Confirm the count and press [Close].

7 Press [Execute] of *Counter Reset* to reset the counter.

8 Press [Yes] on the screen to confirm the reset. The counter is reset.

Each Job Accounting/Resetting the Counter

This counts the number of pages for each account and resets the counts by account.

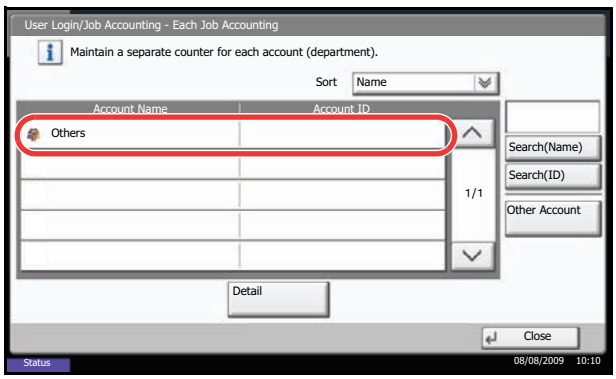
Use the procedure below to display and reset the counter.

1 Press the **System Menu** key.

2 Press [User Login/Job Accounting].

3 If user login administration is disabled, the user authentication screen appears. Enter your login user name and password and then press [Login]. For this, you need to login with administrator privileges. Refer to *Adding a User on page 11-5* for the default login user name and password.

4 Press [Next] of *Job Accounting Setting* and [Check] of *Each Job Accounting*.

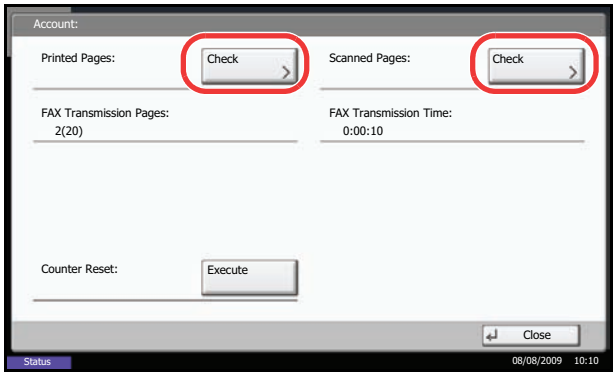


5 Select the account to check the count.

NOTE: Select [Name] or [ID] from the *Sort* pull-down menu to sort the account names.

Press [Search(Name)] or [Search(ID)] to search by account name or account ID.

6 Press [Detail].



7 Press [Check] at the function to check the count. The results will be displayed.

8 Confirm the count and press [Close].

9 Press [Execute] of *Counter Reset* to reset the counter.

10 Press [Yes] on the screen to confirm the reset. The counter will be reset.

Counting by Paper Size

This counts the number of pages by paper size (e.g. Letter).

NOTE: Paper size is available in five types, - 1 to 5. These types are specified in accounting reports. Refer to *Printing an Accounting Report on page 11-26*.

In addition to paper size, media type can also be specified (e.g. count the letter-size color paper used). If no media type is specified, usage is counted for all media types of that size.

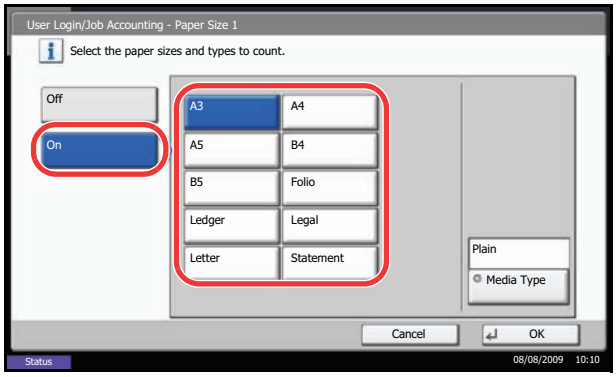
Use the procedure below to count the number of pages.

1 Press the **System Menu** key.

2 Press [User Login/Job Accounting].

3 If user login administration is disabled, the user authentication screen appears. Enter your login user name and password and then press [Login]. For this, you need to login with administrator privileges. Refer to *Adding a User on page 11-5* for the default login user name and password.

4 Press [Next] of *Job Accounting Setting*, [Next] of *Default Setting*, [Change] of *Count by Paper Size*, [Change] of Paper Size 1 to 5 and then [On].



5 Select the paper size.

6 Press [Media Type] to specify media type.

7 Select the media type and press [OK].

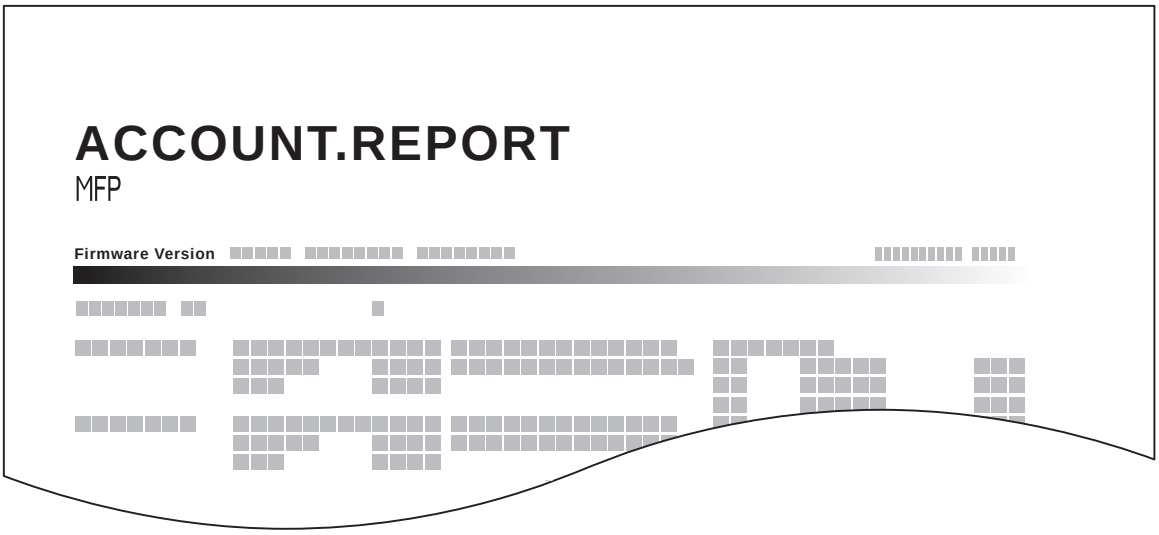
8 Press [Close].

Printing an Accounting Report

Total pages counted at all relevant accounts can be printed as an accounting report.

Reports have different formats depending on how the count of copiers and printers is administered.

When Split is selected for Managing the Copier/Printer Count



For the count by paper size, the report will be printed by size.

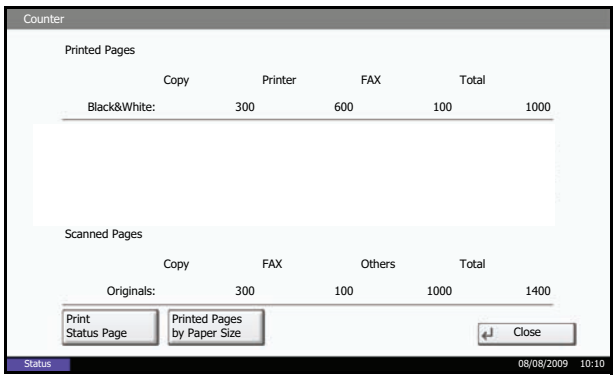
Use the procedure below to print a job accounting report.

1. Check that Letter or A4 paper is loaded in the cassette.
2. Press the **System Menu** key.
3. Press [User Login/Job Accounting].
4. If user login administration is disabled, the user authentication screen appears. Enter your login user name and password and then press [Login]. For this, you need to login with administrator privileges. Refer to *Adding a User on page 11-5* for the default login user name and password.
5. Press [Next] of *Job Accounting Setting* and then [Print] of *Print Accounting Report*.
6. Press [Yes] on the screen to confirm the printing.

Unknown Account ID Jobs

The behavior of the machine when it receives a job from unknown account ID (i.e. unsent ID) can be specified. Refer to *Unknown login user name Job on page 11-9* for details.

Checking and Printing Counter



Press the **Counter** key to check the number of sheets printed and scanned.

You can check the number of pages printed in each paper size by pressing [Printed Pages by Paper Size].

Data Security Kit Operations

Installing the optional Data Security Kit adds [Data Security] on the System Menu.

Refer to *the Data Security Kit (E) Operation Guide on the bundled CD-ROM* for descriptions of the [Data Security] options and the procedures for using them.

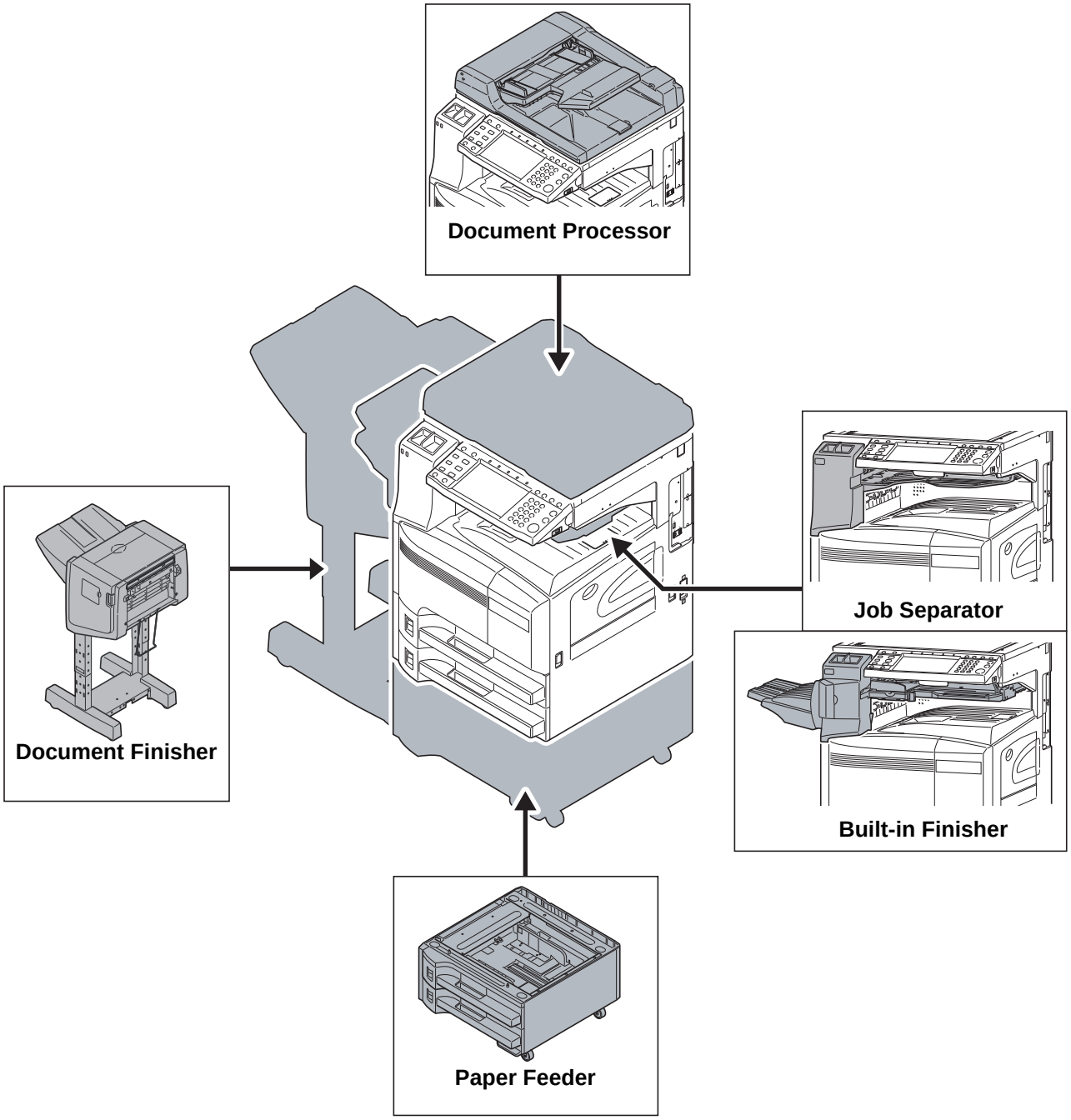
Appendix

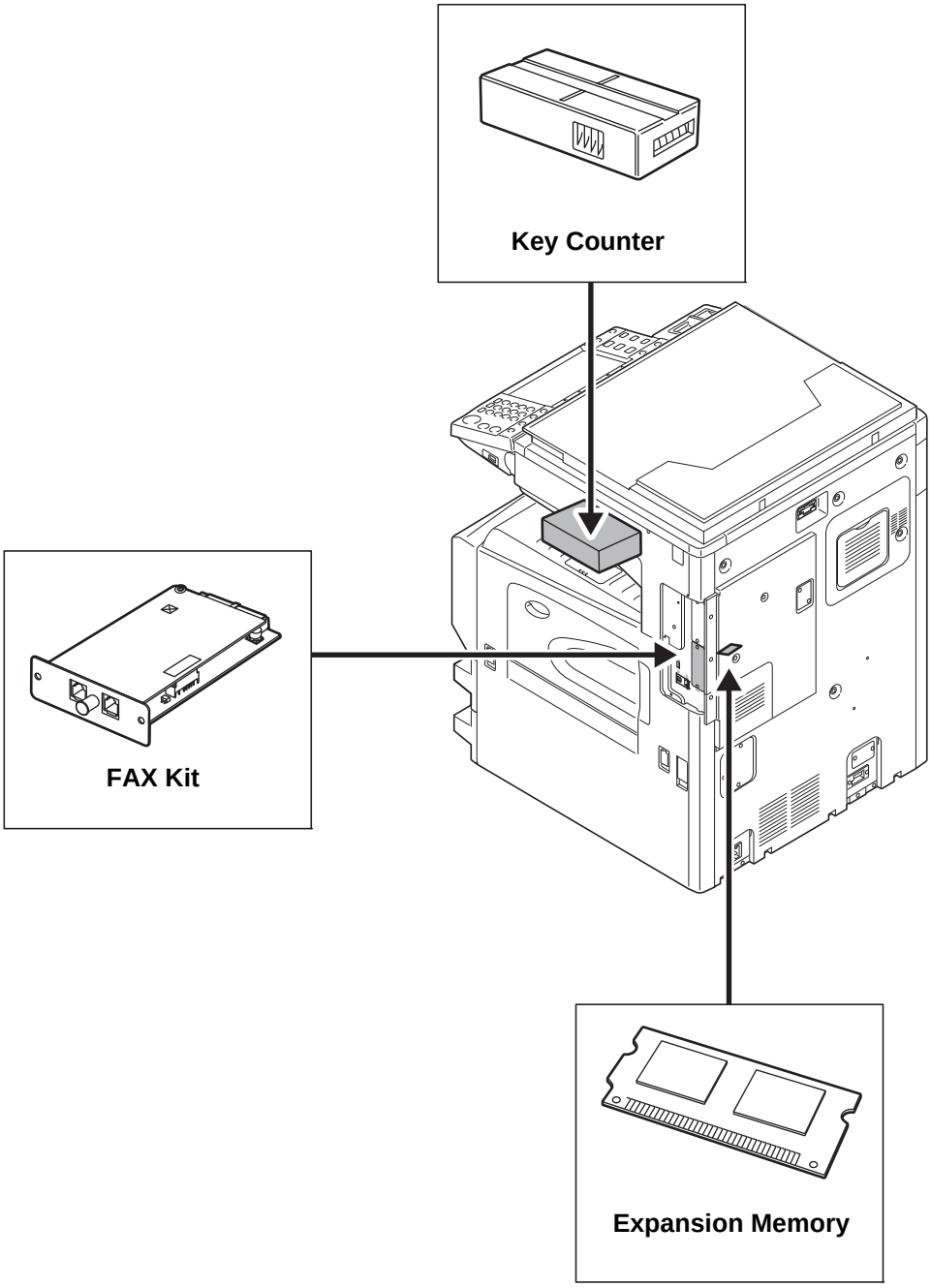
- Optional Equipment Appendix-2
- Character Entry Method.....Appendix-10
- Paper Appendix-13
- Specifications.....Appendix-21
- Glossary.....Appendix-27

Optional Equipment

Overview of Optional Equipment

The following optional equipment is available for the machine.




Key Counter
FAX Kit
Expansion Memory

Document Processor

Automatically scans originals. Also you can perform duplex copying and split copying.

For document processor operation, refer to *Loading Originals in the Document Processor on page 2-34*.

Paper Feeder

Two additional cassettes identical to the printer's double cassettes can be installed in the printer. Paper capacity and loading method are the same as Cassettes 1 and 2.

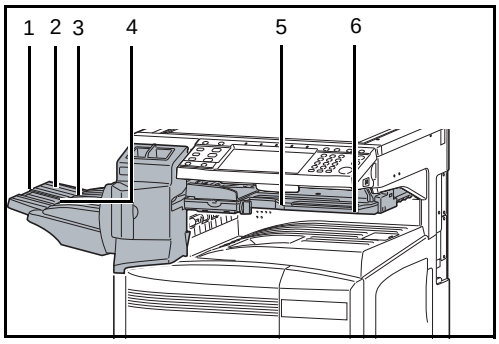
NOTE: Left cover 4 is located on the left side of the paper feeder for use in clearing paper jams.

Document Finisher

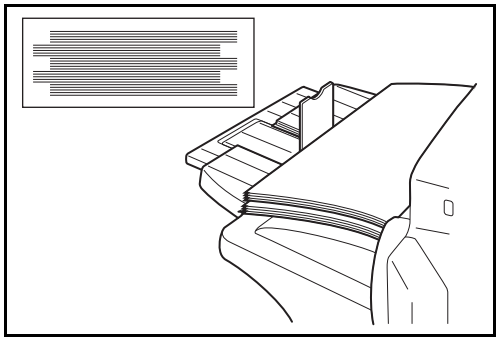
The document finisher holds a large quantity of finished copies. The finisher offers a convenient means of sorting. Sorted finished copies may also be stapled. For further details, refer to *the document finisher Operation Guide*.

Built-in Finisher

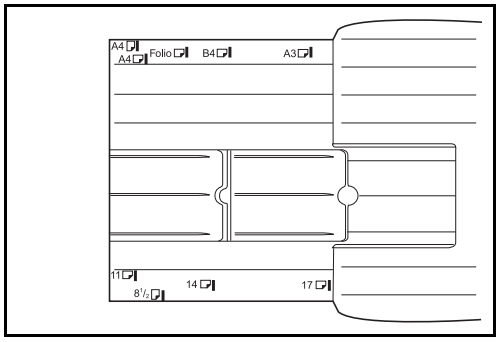
The built-in finisher holds a large quantity of finished prints. The finisher offers a convenient means of sorting. Sorted finished prints may also be stapled.



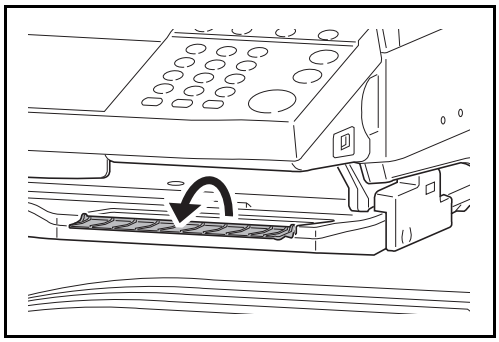
1. Ejected paper guide extension
2. Ejected paper guide 1
3. Ejected paper guide 2
4. Finisher Tray
5. Process Table
6. Finisher tray extension



The finisher tray serves as an output tray of sorted prints.

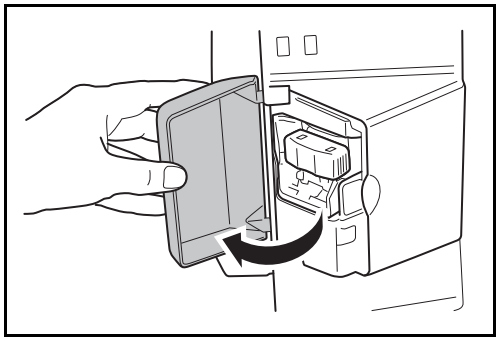


The paper sizes are marked on the finisher tray extension. Open ejected paper guides 1 and 2 as necessary to match the paper size.

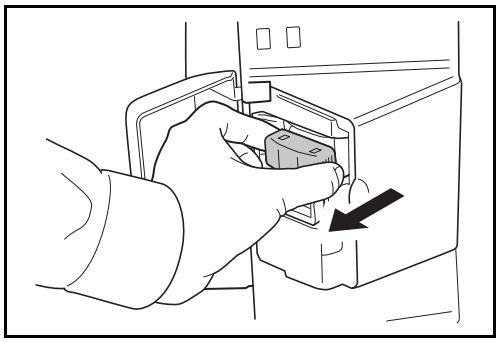


When stapling Legal, Statement, A3 or B4 paper, open the finisher tray extension to ensure that the paper does not fall out of the tray.

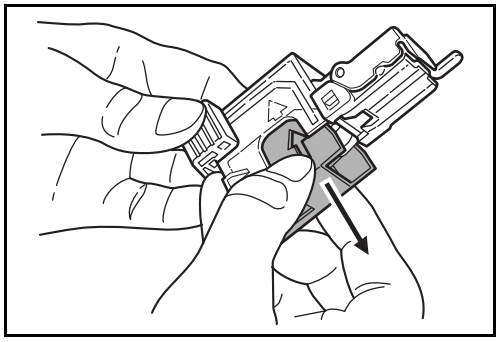
Adding Staples



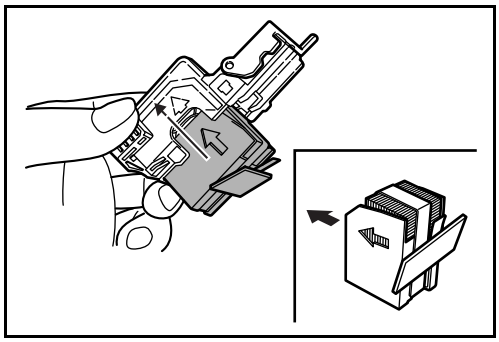
1 Pull to open the stapler front cover.



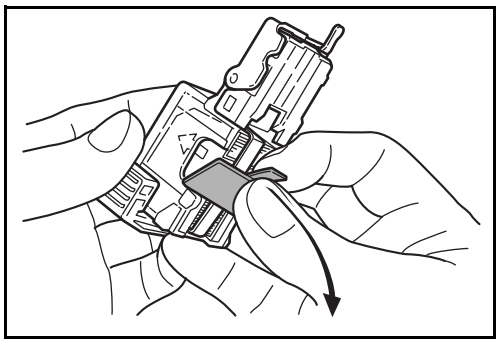
2 Pull out the staple holder.



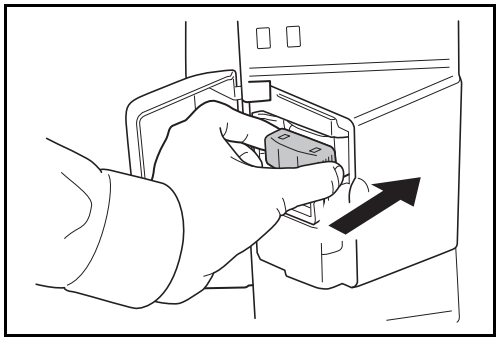
3 Remove the empty staple case from the staple holder.



4 Holding the staple holder in your left hand and a new staple case in your right hand, insert the staple case into the staple holder in the direction of the arrow.

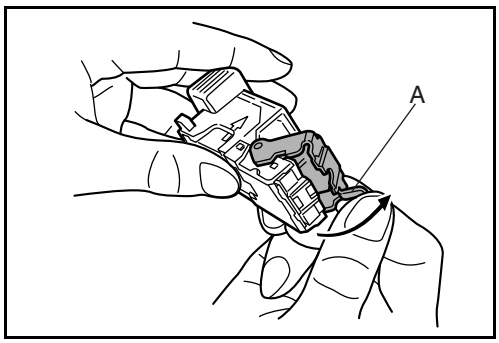


5 Insert the staple case fully as far as it will go. Pull to remove the paper tape wound on the staple case.



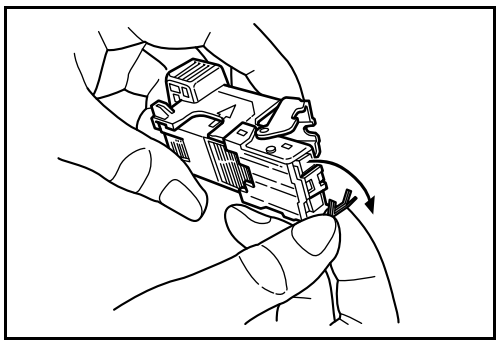
6 Insert the staple holder into the slot of the staple unit again. When fully inserted, the staple holder locks with a clicking sound.

Clearing Staple Jams

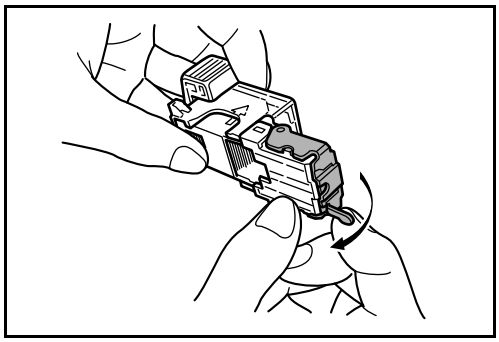


1 Pull out the staple holder referring to steps 1 and 2 of *Adding Staples*.

2 Holding the knob A on the face plate of the staple holder, lift the face plate.



3 Clear the staple jammed in the cartridge end (staple-loaded side).



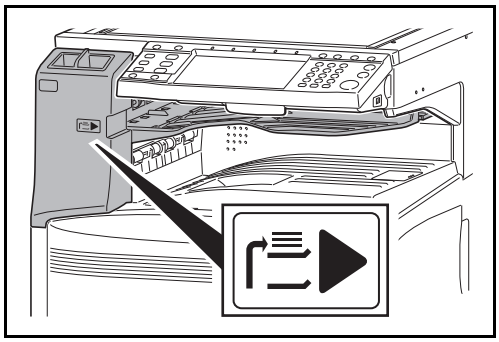
4 Lower the face plate of the staple holder.

5 Insert the face plate back in place. When fully inserted, the face plate locks with a clicking sound.

6 After lifting the staple unit slightly, lower it and insert it again into its place.

7 Close the stapler front cover.

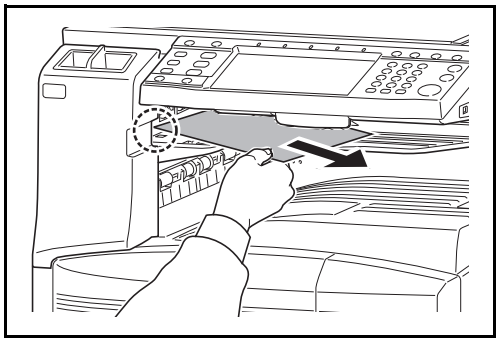
Job Separator



Separate paper according to output tray for easier sorting. Specify as the output tray for copy or print jobs. Or, specify as the default output tray for printing from the copy or Document Box screen, printing from the PC, and printing of the received fax data.

There is a paper indicator in the front of the machine that shows whether there is paper in the Job Separator.

CAUTION: Note that some paper types have a tendency to curl and may jam in the paper eject unit. If the ejected paper slips or stacks unevenly, turn the paper in the cassette over and try again.



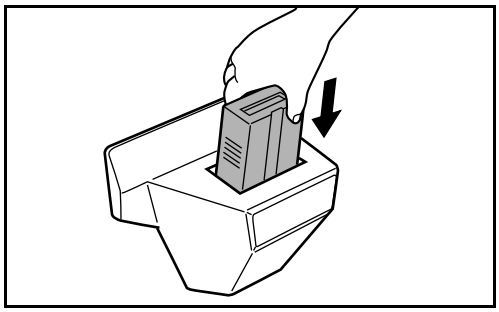
NOTE:

- To ensure that paper is delivered to the Job Separator, select the output destination or change the default setting. (For details, refer to the *Paper Output on page 8-13*.)
- When removing paper from the Job Separator, pull it out at an angle.

Key Counter

Use the key counter to monitor machine usage. The key counter offers a convenient solution for centralized management of copy volume for different departments in a large company.

Inserting the Key Counter



Insert the key counter securely into the key counter slot.

NOTE: When the key counter function is activated, copies can only be made when a key counter is inserted. If the key counter is not inserted, *Insert key counter*. will be displayed.

FAX Kit

By installing the FAX kit, fax send/receive is enabled. Also, it is possible to use it as a network fax, by using it with a computer. When two FAX kits are installed, the units can be connected to two different telephone lines which will enable quicker message transmission to a number of recipients. If one of the lines is dedicated to receiving, the busy line time can be reduced. For further details, refer to *Fax Kit Operation Guide*.

Expansion Memory

Image storage memory (128 MB) that allows the machine to receive more pages of incoming faxed originals. Expansion memory should only be installed or removed by the service representative.

Data Security Kit

The Data Security Kit overwrites all unnecessary data in the storage area of the hard disk so that it cannot be retrieved. The Data Security Kit encrypts data before storing it in the hard disk. It guarantees higher security because no data cannot be decoded by ordinary output or operations.

Printed Document Guard Kit

This prevents the unauthorized copying and/or transmission of documents that contain important confidential or personal information. When a document is printed from a computer, this feature imprints a special pattern on the document. When anyone attempts to copy or send that document on this machine, the machine detects the pattern and protects the information by printing the document in blank, prohibiting transmission.

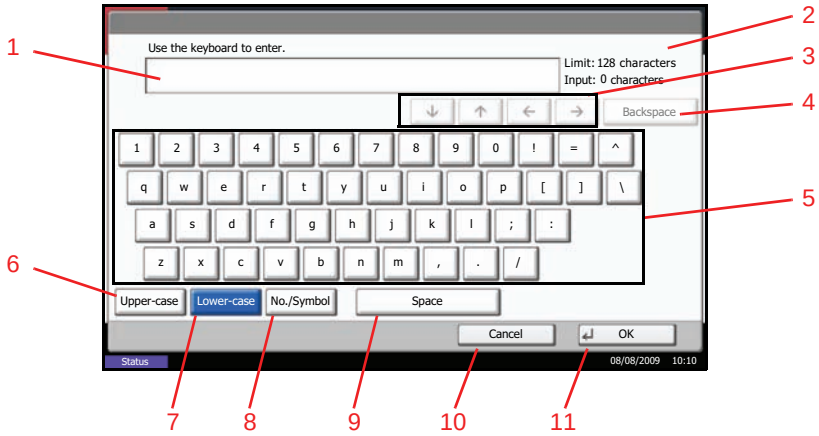
Character Entry Method

To enter characters for a name, use the on-display keyboard in the touch panel following the steps as explained below.

NOTE: *QWERTY*, *QWERTZ* and *AZERTY* are available as keyboard layouts the same as a PC keyboard. Press the **System Menu** key, [Common Settings] and then [Change] of *Keyboard Layout* to choose desired layout. *QWERTY* layout is used here as an example. You may use another layout following the same steps.

Entry Screens

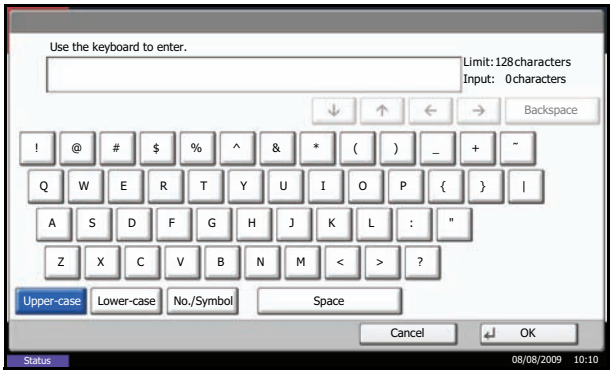
Lower-case Letter Entry Screen



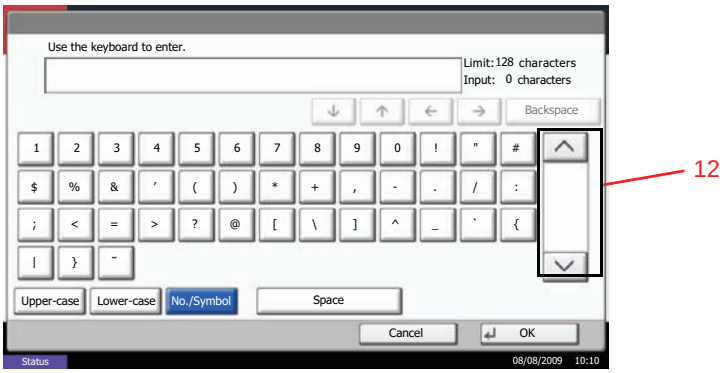
No.	Display/Key	Description
1	Display	Displays entered characters.
2	Limit Display	Displays maximum number of characters.
3	Cursor Key	Press to move the cursor on the display.
4	[Backspace]	Press to delete a character to the left of the cursor.
5	Keyboard	Press a character to enter.
6	[Upper-case]	Press to use upper-case letters.
7	[Lower-case]	Press to use lower-case letters,
8	[No./Symbol]	Press to enter numbers and symbols.
9	[Space]	Press to insert a space.

No.	Display/Key	Description
10	[Cancel]	Press to cancel entered characters and return to the screen before the entry.
11	[OK]	Press to finalize entry and return to the screen before the entry.

Upper-case Letter Entry Screen



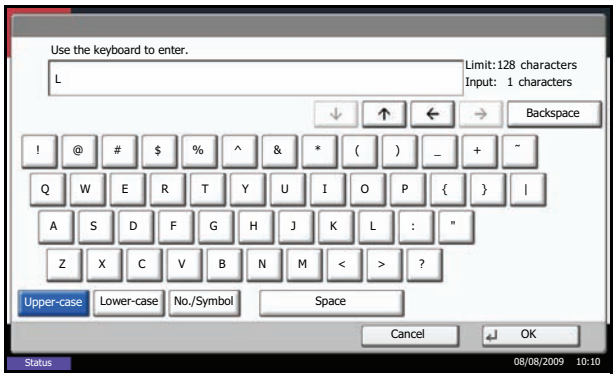
Number/Symbol Entry Screen



No.	Display/Key	Description
12	[∧]/[∨]	To enter a number or symbol not shown in the keyboard, press the cursor key and scroll the screen to view other numbers or symbols to enter.

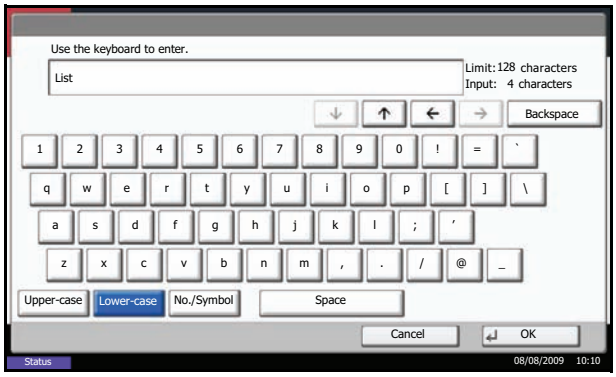
Entering Characters

Follow the steps shown below to enter *List A-1* for example.



1 Press [Upper-case].

2 Press [L]. The letter *L* is shown on the display.



3 Press [Lower-case].

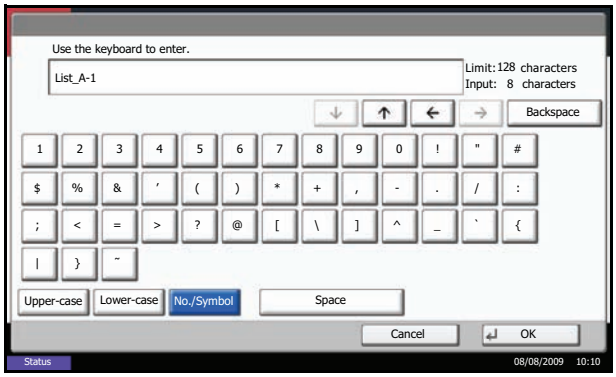
4 Press [i], [s], [t] and [Space].

5 Press [Upper-case].

6 Press [A].

7 Press [No./Symbol].

8 Press [∧] or [∨] repeatedly to view the keyboard containing [-] and [1].



9 Press [-] and [1].

10 Check that the entry is correct. Press [OK].

Paper

This section explains the paper sizes and types that can be used in the paper source.

Cassettes and the optional paper feeder

Supported types	Supported paper sizes	No. of sheets
Plain paper (60 to 120 g/m^2) Recycled paper (60 to 120 g/m^2)	Ledger, Legal, Letter, Letter-R, Statement, A3, B4, A4, A4-R, B5, B5-R, A5-R, Oficio II, 8.5 × 13.5", Folio, 8K, 16K, 16K-R	500 (80 g/m^2)

Multi Purpose tray (MP tray)

Supported types	Supported paper sizes	No. of sheets
Plain paper (45 to 200 g/m^2) Recycled paper (45 to 200 g/m^2) Colored paper (45 to 200 g/m^2)	Ledger, Legal, Letter, Letter-R, Executive-R, Statement, A3, B4, A4, A4-R, B5, B5-R, A5-R, B6-R, A6-R, Oficio II, 8.5 × 13.5", 8K, Folio, 16K, 16K-R Other sizes: Portrait - 3 7/8 to 11 5/8" or 98 to 297 mm Landscape - 5 7/8 to 17" or 148 to 432 mm	200 (80 g/m^2) 130 (120 g/m^2) 100 (160 g/m^2) 50 (200 g/m^2)
Postcards Oufuku Hagaki (return postcard)	Postcards (100 × 148 mm) Return postcard (148 × 200 mm)	80
Envelopes	Envelope DL, Envelope C5, Envelope C4, Envelope #10 (Commercial #10), Envelope #9 (Commercial #9), Envelope #6 (Commercial #6 3/4), Monarch, ISO B5, Youkei 2, Youkei 4 Other sizes: Portrait - 3 7/8 to 11 5/8" or 98 to 297 mm Landscape - 5 7/8 to 17" or 148 to 432 mm	20
Transparency (OHP film)	Letter, Letter-R, A4, A4-R	25

Basic Paper Specifications

This machine is designed to print on standard copy paper as used in regular ('dry') copiers and page printers such as laser printers. It also supports a variety of other types of paper that conform to the specifications given in this appendix.

Be careful when choosing paper. Paper unsuitable for the machine may cause jams or may be wrinkled.

Supported Paper

Use standard copy paper for regular copiers or laser printers. The printing quality will be affected by the quality of paper. Poor quality paper may result in unsatisfactory output.

Basic Paper Specifications

The following table lists the specifications of paper that is supported with this machine. Refer to the subsequent sections for further details.

Criteria	Specifications
Weight	Cassettes: 60 to 120 g/m^2
	Multi purpose tray: 45 to 200 g/m^2
Thickness	0.086 to 0.110 mm
Dimensional accuracy	±0.7 mm
Squareness of corners	90° ±0.2°
Moisture content	4 to 6%
Grain direction	Long grain (paper supply direction)
Pulp content	80% or more

NOTE: Some recycled paper does not meet requirements for use with this machine as listed in the Basic Paper Specifications shown below, such as moisture or pulp content. For this reason, we recommend purchasing a small amount of recycled paper as a sample for testing prior to use. Choose recycled paper that gives the best printing results and contains low levels of paper dust.

We are not responsible for the problems occurred from the use of paper that does not conform to our specifications.

Choosing the Appropriate Paper

This section describes guidelines for choosing paper.

Condition

Avoid using paper with bent corners or that is curled, dirty, or torn. Do not use paper that has a rough surface or paper fiber lint, or that is especially delicate. Use of paper in any of these conditions will not only deliver poor copies but may also cause jams and shorten the useful life of the machine. Choose paper with a smooth and even surface; however, avoid paper with a treated surface as it may damage the drum or fusing unit.

Ingredient

Do not use paper such as paper that has been surface-treated or paper that contains plastic or carbon. These paper may produce harmful fumes from the heat of printing and may damage the drum.

Be sure to use the standard paper that contains at least 80% pulp, i.e., not more than 20% of the total paper content consists of cotton or other fibers.

Supported Paper Sizes

Paper of the following sizes is supported by the machine.

Measurements in the table take into account a ±0.7 mm dimensional accuracy for length and width. Corner angles must be 90° ± 0.2°.

Multi Purpose Tray	Cassette or Multi Purpose Tray
A6-R (105 × 148 mm)	A3 (297 × 420 mm)
B6-R (128 × 182 mm)	B4 (257 × 364 mm)
Hagaki (100×148mm)	A4 (297 × 210 mm)
Oufuku Hagaki (148 × 200 mm)	A4-R (210 × 297 mm)
Executive (7 1/4 ×10 1/2")	B5 (257 × 182 mm)
Envelope DL (110 × 220 mm)	B5-R (182 × 257 mm)
Envelope C5 (162 × 229mm)	A5-R (148 × 210 mm)
Envelope C4 (229 × 324mm)	Folio (210 × 330 mm)
ISO B5 (176 × 250 mm)	Ledger
Envelope #10 (Commercial #10) (4 1/8 × 9 1/2")	Legal
Envelope #9 (Commercial #9) (3 7/8 × 8 7/8")	Letter
Envelope #6 (Commercial #6 3/4) (3 5/8 × 6 1/2")	Letter-R
Envelope Monarch (3 7/8 ×7 1/2")	Statement-R
Youkei 2 (114 × 162 mm)	Oficio II
Youkei 4 (105 × 235 mm)	8.5 × 13.5"
Size Entry (98 × 148 to 297 × 432 mm)	8K (273 × 394 mm)
	16K (273 × 197 mm)
	16K-R (197 × 273 mm)

Smoothness

The paper surface should be smooth. With paper that is too smooth and slippery, several sheets may accidentally be supplied at once, causing jams.

Basis Weight

In countries that use the metric system, basis weight is the weight in grams of one sheet of paper one square meter in area. In the United States, basis weight is the weight in pounds of one ream (500 sheets) of paper cut to the standard size (or trade size) for a specific grade of paper. Paper that is too heavy or too light may be supplied incorrectly or cause paper jams, which may cause excessive wear of the machine. Mixed paper weight (i.e., thickness) may cause several sheets to be supplied at once accidentally and may also cause blurring or other printing problems if the toner fails to adhere correctly.

Thickness

Avoid using paper that is too thick or thin. Signs that paper may be thin include frequent problems with paper jams or with several sheets being supplied at once. Paper jams may also indicate that the paper is too thick. The proper thickness is between 0.086 and 0.110 mm.

Moisture Content

Paper moisture content is the ratio of moisture to dryness expressed as a percentage. Moisture affects how the paper is supplied, the electrostatic changeability of the paper, and how the toner adheres.

Paper moisture content varies depending on the relative humidity in the room. High relative humidity causes paper to become damp, making the edges expand so it appears wavy. Low relative humidity causes paper to lose moisture, making the edges tighten and weakening print contrast.

Wavy or tight edges may cause the paper to slip when it is supplied. Try to keep the moisture content between 4 to 6%.

To maintain the right level of moisture content, bear in mind the following considerations.

- Store paper in a cool, well-ventilated place.
- Store paper flat and unopened in the package. Once the package is opened, reseal it if the paper is not to be used for a while.
- Store paper sealed in the original package and box. Put a pallet under the carton to keep it raised above the floor. Especially during rainy seasons keep the paper a sufficient distance away from wooden or concrete floors.
- Before using paper that has been stored, keep it at the proper moisture level for at least 48 hours.
- Do not store paper where it is exposed to heat, sunlight, or dampness.

Other Paper Specifications

Porosity: The density of the paper fibers

Stiffness: Paper must be stiff enough or it may buckle in the machine, causing jams.

Curl: Most paper naturally tends to curl after the package is opened. When paper passes through the fixing unit, it curls upward slightly. To deliver flat printouts, load the paper so that the curl faces towards the bottom of the paper tray.

Static electricity: During printing, paper is electrostatically charged so that the toner adheres. Choose paper that can be discharged quickly so that copies do not cling together.

Whiteness: Paper whiteness affects print contrast. Use whiter paper for sharper, brighter copies.

Quality: Machine problems may occur if sheet sizes are not uniform or if corners are not square, edges are rough, sheets are uncut, or edges or corners are crushed. In order to prevent these problems, be especially careful when you cut the paper yourself.

Packaging: Choose paper that is properly packaged and stacked in boxes. Ideally, the packaging itself should have been treated with a coating to inhibit moisture.

◆**Specially treated paper:** We do not recommend printing onto the following types of paper, even if it conforms to the basic specifications. When you use these kinds of paper, purchase a small amount first as a sample to test.

- Glossy paper
- Watermarked paper
- Paper with an uneven surface
- Perforated paper

Special Paper

This section describes printing onto special paper and print media.

The following paper and media can be used.

- Transparencies
- Preprinted paper
- Bond paper
- Recycled paper
- Thin paper (from 60 g/m^2 to 64 g/m^2 or less)
- Letterhead
- Colored paper
- Prepunched paper
- Envelopes
- Cardstocks (Hagaki)
- Thick paper (from 106 g/m^2 to 200 g/m^2 or less)
- Labels
- High-quality paper

When using these paper and media, choose that are designed specifically for copiers or page printers (such as laser printers). Use the multi purpose tray for transparencies, thick paper, envelopes, cardstocks, and label paper.

Choosing Special Paper

Although special paper that meets the following requirements can be used with the machine, print quality will vary considerably due to differences in the construction and quality of special paper. Thus, special paper is more likely than regular paper to cause printing problems. Before purchasing special paper in volume, try testing a sample to ensure the print quality is satisfactory. General precautions when printing onto special paper are given below. Note that we are not responsible for any harm to the user or damage to the machine caused by moisture or specifications of special paper.

Select a cassette or multi purpose tray for special paper.

Transparencies

Transparencies must be able to withstand the heat of printing. Transparencies must meet the following conditions.

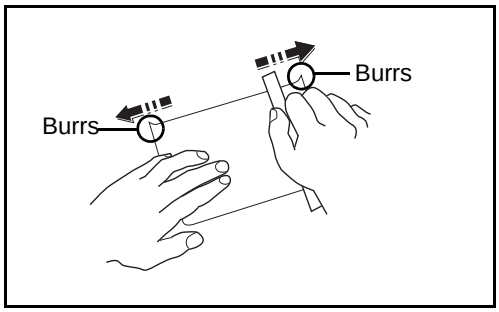
Criteria	Specifications
Heat resistance	Must withstand at least 190°C

Criteria	Specifications
Thickness	0.100 to 0.110 mm
Material	Polyester
Dimensional accuracy	±0.7 mm
Squareness of corners	90° ±0.2°

To avoid problems, use the multi purpose tray for transparencies and load transparencies with the long side facing the machine.

If transparencies jam frequently at output, try pulling the leading edge of sheets gently as they are ejected.

Hagaki



Before loading Hagaki into the multi purpose tray, fan them and align the edges. If the Hagaki paper is curled, straighten it before loading. Printing onto curled Hagaki may cause jams.

Use unfolded Oufuku Hagaki (available at post offices). Some Hagaki may still have rough edges developed by a paper cutter on the back side. Remove any such rough edges by placing the Hagaki on a flat surface and rubbing the edges gently a few times with a ruler.

Envelopes

Use the multi purpose tray for envelopes.

Due to the structure of envelopes, printing evenly over the entire surface may not be possible in some cases. Thin envelopes in particular may be wrinkled by the machine in some cases as they pass through. Before purchasing envelopes in volume, try testing a sample to ensure the print quality.

Storing envelopes for a long period may cause them to become wrinkled. Thus, keep the package sealed until you are ready to use them.

Keep the following points in mind.

Do not use envelopes with exposed adhesive. In addition, do not use the type of envelope in which the adhesive is exposed after the top layer is peeled off. Serious damage may be caused if the paper covering the adhesive comes off in the machine.

Do not use envelopes with certain special features. For example, do not use envelopes with a grommet for winding a string to close the flap or envelopes with an open or film-covered window.

If paper jams occur, load fewer envelopes at once.

To prevent paper jams when printing onto multiple envelopes, do not allow more than ten envelopes remain in the output tray at once.

Thick Paper

Before loading thick paper in the multi purpose tray, fan it and align the edges. Some thick paper may still have rough edges developed by a paper cutter on the back side. Remove any such rough edges just as with Hagaki

by placing the paper on a flat surface and rubbing the edges gently a few times with a ruler. Printing onto paper with rough edges may cause jams.

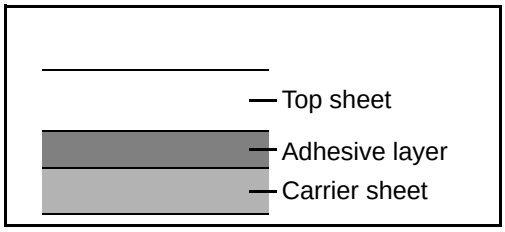
NOTE: If the paper is not supplied correctly even after it is smoothed, load the paper in the multi purpose tray with the leading edge raised a few millimeters.

Label

Be sure to feed labels from the multi purpose tray.

For selecting labels, use extreme care so that the adhesive may not come in direct contact with any part of the machine and that the labels are not easily peeled from the carrier sheet. Adhesives that stick to the drum or rollers and peeled labels remaining in the machine may cause a failure.

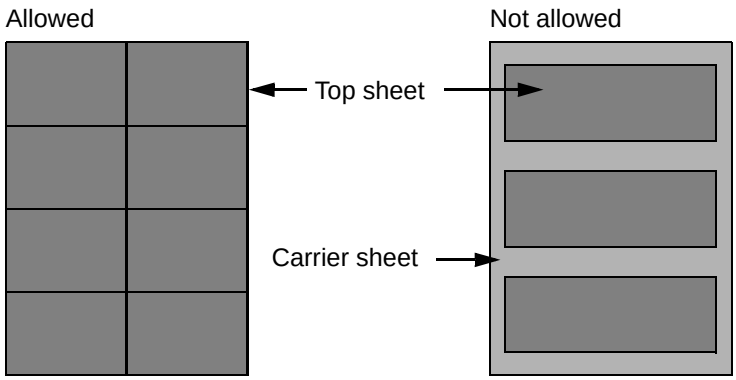
When printing onto labels, you must be liable for the print quality and possible trouble.



Labels consist of three layers as shown in the illustration. The adhesive layer contains materials that are easily affected by the force applied in the machine. The carrier sheet bears the top sheet until the label is used. This composition of labels may cause more problems.

The label surface must be covered completely with the top sheet. Gaps between labels may cause peeling of labels, resulting in a serious failure.

Some label paper has large margins on the top sheet. When using such paper, do not peel these margins from the carrier sheet before completing output.



Use label paper that conforms to the following specifications.

Item	Specifications
Top sheet weight	44 to 74 g/m²
Basis weight (overall paper weight)	104 to 151 g/m²
Top sheet thickness	0.086 to 0.107 mm

Item	Specifications
Overall paper thickness	0.115 to 0.145 mm
Moisture content	4 to 6 % (composite)

Colored Paper

Colored paper must conform to the specifications listed on the page 2 of the Appendix. In addition, the pigments in the paper must be able to withstand the heat of printing (up to 200°C or 392°F).

Preprinted Paper

Preprinted paper must conform to the specifications listed on the page 2 of the Appendix. The colored ink must be able to withstand the heat of printing. It must be resistant to silicone oil as well. Do not use paper with a treated surface such as glossy paper used for calendars.

Recycled Paper

Recycled paper must conform to the specifications listed on the page 2 of the Appendix; however, its whiteness may be considered separately.

NOTE: Before purchasing recycled paper in volume, try testing a sample to ensure that the print quality.

Specifications

NOTE: Specifications are subject to change without notice.

Machine

Item		Description
Type		Desktop
Printing Method		Electrophotography by semiconductor laser
Supported Original Types		Sheet, Book, 3-dimensional objects (maximum original size: 11 × 17"/A3)
Original Feed System		Fixed
Paper Weight	**Cassette 1, 2**	60 to 120 g/m^2
	Multi Purpose Tray	45 to 200 g/m^2
Paper Type	**Cassette 1, 2**	Plain, Rough, Vellum, Recycled, Preprinted, Bond, Color (Colour), Prepunched, Thick, Letterhead, High Quality, Custom 1 to 8 (Duplex: Same as Simplex)
	Multi Purpose Tray	Plain, Transparency (OHP film), Rough, Vellum, Labels, Recycled, Preprinted, Bond, Cardstock(Hagaki), Color (Colour), Prepunched, Thick, Letterhead, Thick, Envelope, High Quality, Custom 1 to 8
Paper Size	**Cassette 1, 2**	Maximum: 11 × 17"/A3 (Duplex: 11 × 17"/A3) Minimum: 5 1/2 × 8 1/2"/A5R (Duplex: 5 1/2 × 8 1/2"/A5-R)
	Multi Purpose Tray	Maximum: 11 × 17"/A3 Minimum: 5 1/2 × 8 1/2"/A6-R
Zoom Level		Manual mode: 25 to 400%, 1% increments Auto mode: Preset Zoom
Printing Speed		A4/Letter 30 sheets/min A4-R/Letter-R 22 sheets/min A3/Ledger 15 sheets/min B4/Legal 15 sheets/min B5 30 sheets/min B5-R 20 sheets/min A5-R/A6-R 14 sheets/min
First Print Time (A4, feed from Cassette)		5.1 seconds or less
Warm-up Time (22°C/71.6°F, 60%)	**Power on**	29 seconds or less
	Low Power	10 seconds or less
	Sleep	15 seconds or less

Item		Description
Paper Capacity	**Cassette**	500 sheets (80 g/m^2)
	Multi Purpose Tray	200 sheets (80 g/m^2)
Output Tray Capacity	**Top tray**	250 sheets (80 g/m^2)
	with built-in finisher	100 sheets (80 g/m^2)
	with optional job separator	150 sheets (80 g/m^2)
Continuous Copying		1 to 999 sheets
Image Write System		Semiconductor laser and electrophotography
Main Memory	**Standard**	2048 MB
	Maximum	2048 MB
Hard Disk		160 GB
Interface	**Standard**	USB Interface Connector: 1 (USB Hi-Speed) USB memory slot: 2 (Full-Speed USB) Network interface: 1 (10 BASE-T/100 BASE-TX)
	Option	KUIO/W slot: 2
Resolution		600 × 600 dpi
Operating Environment	**Temperature**	10 to 32.5°C/50 to 90.5°F
	Humidity	15 to 80%
	Altitude	2,500 m/8,202 ft maximum
	Brightness	1,500 lux maximum
Dimension (W × D × H)		22 7/16 × 24 13/16 × 30 3/16" (Main unit only) 570 × 630 × 767 mm
Weight (without toner container and waste toner box)		165 lb/75 kg
Space Required (W × D)		28 9/16 × 24 13/16" (Using multi purpose tray) 725 × 630 mm
Power Source		120 V AC, 60 Hz, 11.8A 220 to 240 V AC, 50/60 Hz, 6.5A
Options		Document processor, Paper feeder, Document finisher, Job separator, Built-in finisher, Key counter, FAX kit, Expansion memory, Data Security Kit, Printed Document Guard Kit

Printer

Item		Description
Printing Speed		Same as Copying Speed.
First Print Time (A4, feed from Cassette)		5.8 seconds or less
Resolution		600 dpi
Operating System		Windows 2000 (Service Pack 2 or later), Windows XP, Windows Server 2003, Windows Vista, Apple Macintosh OS 10.x
Interface	**Standard**	USB Interface Connector: 1 (USB Hi-Speed) Network interface: 1 (10 BASE-T/100 BASE-TX)
Page Description Language		PRESCRIBE

Scanner

Item	Description
Operating System	Windows 2000 (Service Pack 2 or later), Windows XP, Windows Vista
System requirements	CPU: 600MHz or higher RAM: 128MB or more
Resolution	600 dpi, 400 dpi, 300 dpi, 200 dpi, 200 ×100 dpi, 200 × 400 dpi (Resolution in FAX mode included)
File Format	TIFF (MMR/JPEG compression), JPEG, XPS, PDF (MMR/JPEG compression), PDF (high compression)
Scanning Speed *1	1-sided B/W 50 Images/min Color 15 Images/min (A4 Landscape, 300dpi, Image quality: Text/Photo original)
Interface	Ethernet (10 BASE-T/100 BASE-TX)
Network Protocol	TCP/IP
Transmission System	PC transmission SMB Scan to SMB FTP Scan to FTP, FTP over SSL E-mail transmission SMTP Scan to E-mail TWAIN scan*2 WIA scan*3

*1 When using the document processor (except TWAIN and WIA scanning)
*2 Available Operating System: Windows 2000 (Service Pack 2 or later), Windows XP, Windows Vista
*3 Available Operating System: Windows Vista

Document Processor (option)

Item	Description
Original Feed Method	Automatic feed
Supported Original Types	Sheet originals
Paper Size	Maximum: Ledger/A3 Minimum: Statement-R/A5-R
Paper Weight	45 to 160 g/m^2
Loading Capacity	75 sheets (50 to 80 g/m^2) maximum Mixed original sizes (auto selection): 30 sheets (50 to 80 g/m^2) maximum
Dimensions (W) × (D) × (H)	22 × 19 3/16 × 5 3/16" 559 × 487 × 131 mm
Weight	Approx. 15.4 lbs. / Approx. 7 kg

Paper Feeder (option)

Item	Description
Paper Supply Method	Friction Feed (No. Sheets: 500, 80 g/m^2, 2 cassettes)
Paper Size	Ledger, Legal, Oficio II, 8.5×13.5", Letter, Letter-R, Statement-R, A3, B4, A4, A4-R, B5, B5-R, A5-R, Folio, 8K, 16K, 16K-R
Supported Paper	Paper weight: 60 - 120 g/m^2 Media types: standard, recycled, color
Dimensions (W) × (D) × (H)	22 7/16 × 24 3/8 × 12 3/16" 570 × 619 × 309 mm
Weight	Approx. 55 lbs. / Approx. 25 kg

Document Finisher (option)

Item	Description
Number of Trays	1 tray
Paper Size (Non-stapling)	Ledger, Legal, Oficio II, 8.5×13.5", A3, B4, 8K: 500 sheets Letter, Letter-R, A4, A4-R, B5, B5-R, 16K, 16K-R: 1,000 sheets
Supported Paper Weight	Stapling: 90 g/m^2 or less
Maximum Sheets for Stapling	Ledger, Legal, Oficio II, 8.5×13.5", A3, B4, 8K: 25 sheets Letter, Letter-R, A4, A4-R, 16K: 50 sheets (Paper weight 90 g/m^2 or less)
Dimensions (W) × (D) × (H)	25 × 20 63/64 × 40 5/16" 634.9 × 533 × 1013.5 mm
Weight	Approx. 58.42 lbs. / Approx. 26.5 kg

Job Separator (option)

Item	Description
Number of Trays	1 tray
Maximum Sheets	100 sheets (80 g/m^2)
Paper Size	Ledger, Legal, Oficio II, 8.5×13.5", Letter, Letter-R, Executive-R, Statement-R, 8K, 16K, 16K-R A3, B4, A4, A4-R, B5, B5-R, A5-R, Folio
Paper Type	Paper weight: 45 - 90 g/m^2 Paper type: plain, recycled, color, thin
Dimensions (W) × (D) × (H)	21 $_{7/16}$ × 17 $_{11/16}$ × 2 $_{3/4}$" 545 × 450 × 70 mm
Weight	3.3 lbs. or less / 1.5 kg or less

Built-in Finisher

Item	Description
Number of Trays	1 tray
Paper Size (Non-stapling)	Ledger, Legal, Oficio II, 8.5×13.5", A3, B4, Folio, 8K: 250 sheets Letter, Letter-R, A4, A4-R, B5, 16K: 500 sheets 60 to 105 g/m^2
Maximum Sheets for Stapling	Ledger, Legal, Oficio II 8.5×13.5", A3, B4, Folio, 8K: 20 sheets Letter, Letter-R, A4, A4-R, B5, 16K: 30 sheets (Paper weight 80 g/m^2 or less)
Dimensions (W) × (D) × (H)	$12\ _{13/16} \times 17\ _{11/16} \times 6\ _{1/2}$" 325 × 450 ×165 mm
Weight	17.6 lbs. or less / 8 kg or less

NOTE: Consult your dealer or service representative for recommended paper types.

“Maschinenlärminformations-Verordnung - 3.GPSGV, der höchste Schalldruckpegel beträgt 70 dB(A) oder weniger gemäss EN ISO 7779”.

Das Gerät ist nicht für die Benutzung am Bildschirmarbeitsplatz gemäß BildscharbV vorgesehen.

Um störende Reflexionen am Bildschirmarbeitsplatz zu vermeiden, darf dieses Produkt nicht im unmittelbaren Gesichtsfeld platziert werden.

Glossary

Accessibility

The machine is designed featuring good accessibility even for the elderly and those who are physically challenged or visually impaired. Touch panel characters can be enlarged while the touch panel is adjustable in two angles.

AppleTalk

AppleTalk, which comes with Apple Computer's Mac OS, is a network protocol. AppleTalk enables file/printer sharing and also enables you to utilize application software that is on another computer on the same AppleTalk network.

Auto Form Feed Timeout

During data transmission, the machine may sometimes have to wait until receiving the next data. This is the auto form feed timeout. When the preset timeout passes, the machine automatically put paper out. However, no output is performed if the last page has no data to be printed.

Auto-IP

Auto-IP is a module that enables dynamic IPv4 addresses to be assigned to a device on startup. However, DHCP requires a DHCP server. Auto-IP is a server-less method of choosing an IP address. IP addresses between 169.254.0.0 to 169.254.255.255 are reserved for Auto-IP and assinged automatically.

Auto Paper Selection

A function to automatically select paper in the same size as original at printing

Auto Sleep

A mode designed for electrical power saving, activated when the machine is left unused or data transfer for a specific period. In Sleep mode, power consumption is kept to a minimum.

Bonjour

Bonjour, also known as zero-configuration networking, is a service that automatically detects computers, devices and services on an IP network. Bonjour, because an industry-standard IP protocol is used, allows devices to automatically recognize each other without an IP address being specified or DNS server being set. Bonjour also sends and receives network packets by UDP port 5353. If a firewall is enabled, the user must check that UDP port 5353 is left open so that Bonjour will run correctly. Some firewalls are set up so as to reject only certain Bonjour packets. If Bonjour does not run stably, check the firewall settings and ensure that Bonjour is registered on the exceptions list and that Bonjour packets are accepted. If you install Bonjour on Windows XP Service Pack 2 or later, the Windows firewall will be set up correctly for Bonjour.

Default Gateway

This indicates the device, such as a computer or router, that serves as the entrance/exit (gateway) for accessing computers outside the network that you are on, When no specific gateway is designated for a destination IP address, data is sent to the host designated as the Default Gateway.

DHCP (Dynamic Host Configuration Protocol)

Dynamic Host Configuration Protocol (DHCP) that automatically resolves IP addresses, subnet masks, and gateway addresses on a TCP/IP network. DHCP minimizes the load of network management employing a large number of client computers because it relieves individual clients including printers from the IP address being assigned.

DHCP (IPv6)

DHCP (IPv6) is the next-generation of the Internet's Dynamic Host Configuration Protocol and supports IPv6. It extends the BOOTP startup protocol that defines the protocols used for transferring configuration information to hosts on the network. DHCP (IPv6) permits the DHCP server to use its expanded functionality to send configuration parameters to an IPv6 node. Because the network addresses that can be used are allocated automatically, the IPv6 node management workload is reduced in systems where the administrator has to exercise close control over IP address allocation.

dpi(dots per inch)

A unit for resolution, representing the number of dots printed per inch (25.4 mm).

EcoPrint Mode

A printing mode that helps save toner. Copies made in this mode are thus lighter than normal.

Emulation

The function to interpret and execute other printers' page description languages. The machine emulates operation of PCL6, KPDL, and KPDL (automatic).

FTP(File Transfer Protocol)

A protocol to transfer files on the TCP/IP network, whether the Internet or an intranet. Along with HTTP and SMTP/POP, FTP is now frequently used on the Internet.

Grayscale

A computer color expression. Displayed images of this sort are typically composed of shades of gray, varying from black at the weakest intensity to white at the strongest, without any other colors. Gray levels are displayed in numerical levels: that is, white and black only for 1 bit; 256 gray levels (including white and black) for 8 bits; and 65,536 gray levels for 16 bits.

Help

A **Help** key is provided on this machine's operation panel. If you are unsure of how to operate the machine, would like more information on its functions or are having problems getting the machine to work properly, press the **Help** key to view a detailed explanation on the touch panel.

IP Address

An Internet protocol address is a unique number that represents a specific computer or related device on the network. The format of an IP address is four sets of numbers separated by dots, e.g. 192.168.110.171. Each number should be between 0 and 255.

IPP

IPP (Internet Printing Protocol) is a standard that uses TCP/IP networks such as the Internet to enable print jobs to be sent between remote computers and printers.IPP is an extension of the HTTP protocol used to view websites and enables printing to be carried out via routers on printers in remote locations. It also supports the HTTP authentication mechanisms along with SSL server and client authentication as well as encryption.

KPDL (Kyocera Page Description Language)

Kyocera's PostScript page description language compatible with Adobe PostScript Level 3.

Multi Purpose (MP) Tray

The paper supply tray on the right side of the machine. Use this tray instead of the cassettes when printing onto envelopes, Hagaki, transparencies, or labels.

NetBEUI (NetBIOS Extended User Interface)

An interface, developed by IBM in 1985, as an update from NetBIOS. It enables more advanced functions on smaller networks than other protocols such as TCP/IP, etc. It is not suitable for larger networks due to lack of routing capabilities to choose the most appropriate routes. NetBEUI has been adopted by IBM for its OS/2 and Microsoft for its Windows as a standard protocol for file sharing and printing services.

NetWare

Novell's network management software that is able to run on a variety of operating systems.

POP3 (Post Office Protocol 3)

A standard protocol to receive E-mail from the server in which the mail is stored on the Internet or an intranet.

PostScript

A page description language developed by Adobe Systems. It enables flexible font functions and highly-functional graphics, allowing higher quality printing. The first version called Level 1 was launched in 1985, followed by Level 2 that enabled color printing and two-byte languages (e.g. Japanese) in 1990. In 1996, Level 3 was released as an update for the Internet access and PDF format as well as gradual improvements in implementation technologies.

PPM (prints per minute)

This indicates the number of A4 size printouts made in one minute.

Printer Driver

The software to enable you to print data created on any application software. The printer driver for the machine is contained in the CD-ROM enclosed in the package. Install the printer driver on the computer connected to the machine.

RA(Stateless)

The IPv6 router communicates (transmits) information such as the global address prefix using ICMPv6. This information is the Router Advertisement (RA). ICMPv6 stands for Internet Control Message Protocol, and is a IPv6 standard defined in the RFC 2463 "Internet Control Message Protocol (ICMPv6) for the Internet Protocol Version 6 (IPv6) Specification".

Send as E-mail

A function to send the image data stored in the machine as an E-mail attachment. E-mail addresses can be selected from the list or entered at each time.

SMTP (Simple Mail Transfer Protocol)

A protocol for E-mail transmission over the Internet or an intranet. It is used for transferring mail between mail servers as well as for sending mail from clients to their servers.

Status Page

The page lists machine conditions, such as the memory capacity, total number of prints and scans, and paper source settings.

Subnet Mask

The subnet mask is a way of augmenting the network address section of an IP address. A subnet mask represents all network address sections as 1 and all host address sections as 0. The number of bits in the prefix indicates the length of the network address. The term "prefix" refers to something added to the beginning and, in this context, indicates the first section of the IP address. When an IP address is written, the length of the network address is indicated by the prefix length after a forward slash (/). For example, "24" in the address "133.210.2.0/24". In this way, "133.210.2.0/24" denotes the IP address "133.210.2.0" with a 24-bit prefix (network section). This new network address section (originally part of the host address) made possible by the subnet mask is referred to as the subnet address.When you enter the subnet mask, be sure to set the *DHCP* setting to *Off*.

TCP/IP (Transmission Control Protocol/Internet Protocol)

TCP/IP is a suite of protocols designed to define the way computers and other devices communicate with each other over a network.

TCP/IP (IPv6)

TCP/IP (IPv6) is based on the current Internet protocol, TCP/IP (IPv4). IPv6 is the next-generation Internet protocol and expands the available address space, which resolves the problem of the lack of addresses under IPv4, while also introducing other improvements such as additional security functionality and the capacity to prioritize data transmission.

TWAIN (Technology Without Any Interested Name)

A technical specification for connecting scanners, digital cameras, and other image equipment to the computers. The TWAIN compatible devices enable you to process image data on any relevant application software. TWAIN is adopted on a large amount of graphic software (e.g. Adobe Photoshop) and OCR software.

USB (Universal Serial Bus)2.0

A USB interface standard for Hi-Speed USB 2.0. The maximum transfer rate is 480 Mbps. This machine is equipped with USB 2.0 for high-speed data transfer.

WIA (Windows Imaging Acquisition)

A function to import images supported after Windows Me/XP from digital cameras and other peripheral devices.This function replaces what TWAIN used to do; the feature is provided as a part of Windows functions and improves ease of operation, so that you import images directly to My Computer without using any application.

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DIRECTIVE 2002/96/CE ON THE TREATMENT, COLLECTION, RECYCLING AND DISPOSAL OF ELECTRIC AND ELECTRONIC DEVICES AND THEIR COMPONENTS

INFORMATION

1. FOR COUNTRIES IN THE EUROPEAN UNION (EU)

The disposal of electric and electronic devices as solid urban waste is strictly prohibited: it must be collected separately.

The dumping of these devices at unequipped and unauthorized places may have hazardous effects on health and the environment.
Offenders will be subjected to the penalties and measures laid down by the law.

TO DISPOSE OF OUR DEVICES CORRECTLY:

a) Contact the Local Authorities, who will give you the practical information you need and the instructions for handling the waste correctly, for example: location and times of the waste collection centres, etc.

b) When you purchase a new device of ours, give a used device similar to the one purchased to our dealer for disposal.

The crossed dustbin symbol on the device means that:

- when it to be disposed of, the device is to be taken to the equipped waste collection centres and is to be handled separately from urban waste;
- The producer guarantees the activation of the treatment, collection, recycling and disposal procedures in accordance with Directive 2002/96/CE (and subsequent amendments).

2. FOR OTHER COUNTRIES (NOT IN THE EU)

The treatment, collection, recycling and disposal of electric and electronic devices will be carried out in accordance with the laws in force in the country in question.